

Parks & Public Works Department

DEPARTMENT PURPOSE

The Parks and Public Works Department (PPW) is responsible for maintaining the Town's public parks, facilities, roadways, right-of-ways, and infrastructure. Five organizational units (Administration, Parks and Forestry, Engineering Development Services, Engineering Program Services, and Streets and Signals Programs) work in coordination to achieve the Department's overarching goal of ensuring the Town's public use areas are safe, functional and attractive. Additional departmental services that support these objectives include the Building Maintenance, Vehicle Maintenance and Non-Point Source programs. In addition to providing ongoing maintenance activities, PPW staff provide information and outreach to Town residents, merchants, and the public concerning the department's programs and activities that are available to them and projects that may affect them. The Department strives to provide residents and the business community with the highest quality service possible, with dedication and professionalism.

BUDGET OVERVIEW

In November 2005, the West Valley Sanitation District took over the sanitary sewer maintenance activities from the Town. With the sale of the system, four staff assigned to this function were transferred into other Parks & Public Works programs. Three Parks & Public Works maintenance workers subsequently retired, resulting in a budgeted overfill of one FTE for FY 2006/07. Transitional funding from the sale of the sewer system is being utilized to support this staffing overfill for the 2006/07 fiscal year as workload is reviewed for potential adjustment in FY 2007/08. As a result of the sewer system sale and staff reduction, departmental workload flexibility is reduced. The shifting of personnel between sewer duties, ongoing maintenance and emergency operations is no longer an option in times of peak workloads.

Additional departmental staffing reallocation is occurring to align operational activities. Staffing changes include: the partitioning of engineering functions into two distinct programs to delineate fee-based development activities from non-development functions; the shifting of Parks and Maintenance Workers between Parks, Streets and Building Maintenance programs; and the one-year addition of temporary staffing levels to support increased work loads. A part-time temporary Engineering Intern was added for FY 2006/07 to support to the Engineer reviewing development plans, and is funded by development fees. A part-time temporary Office Specialist is funded within the Capital Improvement Program's Asset Management Project for 2006/07 to further integrate the asset management system and workload tracking software into daily operations. Additional temporary staffing hours were added for the Engineering Technician position, the Park's and Street Program's maintenance assistance workers, and the Office Intern position to more accurately reflect current usage and expected needs for FY 2006/07. A department-wide work load audit will be conducted during the fiscal year to evaluate the deployment of program staffing and to determine proper staffing levels within available ongoing funding.

The FY 2006/07 budget continues to align cost of services with user fees through annual CPI increases and cost study reviews. There are two notable Engineering Program revenue changes for FY 2006/07. One is the transfer of the NPDES inspection fees for small construction sites as this activity is shifting

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to the Community Development Department's building inspectors to be coordinated with their other inspection duties. (Other NPDES oversight responsibilities remain with the Parks & Public Works Department.) The other revenue change is a new fee which captures engineering development review staff time which was not previously incorporated in the fee schedule.

Staff's efforts to identify operational cost savings included a correction of the PG&E streetlight rate charges during FY 2005/06. Cost savings will continue to be realized as streetlight fixtures are upgraded with energy efficient lighting. Similar cost-saving efforts are being conducted for the Town's various landscape irrigation systems to reduce ongoing irrigation expenditures and increase operational efficiencies during FY 2006/07. Finally, staff will continue to pursue partnerships with local agencies for shared street improvements and various maintenance activities to achieve greater efficiency and additional cost savings.

DEPARTMENTAL SUMMARY OF REVENUES AND EXPENDITURES

	2002/03	2003/04	2004/05	2005/06	2005/06	2006/07
	Actuals	Actuals	Actuals	Adopted	Estimated	Proposed
REVENUES						
<i>Miscellaneous Taxes</i>	9,161	13,929	11,876	11,000	10,000	10,000
<i>Licenses & Permits</i>	91,803	99,958	183,112	148,500	140,500	140,500
<i>Intergovernmental</i>	-	3,000	-	-	-	-
<i>Service Charges</i>	305,056	269,483	434,581	312,700	325,200	336,000
<i>Other Sources</i>	109,152	63,785	100,995	84,400	89,400	92,400
TOTAL REVENUES	515,172	450,155	730,564	556,600	565,100	578,900
EXPENDITURES						
<i>Salaries and Benefits</i>	2,728,680	2,815,249	2,834,147	3,087,000	3,131,610	3,229,200
<i>Operating Expenditures</i>	1,214,809	968,701	831,691	820,290	864,820	824,250
<i>Fixed Assets</i>	21,347	26,793	-	11,200	18,350	-
<i>Internal Service Charges</i>	878,161	820,680	719,230	747,700	758,000	848,700
<i>Buildings & Facilities</i>	-	7,260	-	-	-	-
TOTAL EXPENDITURES	4,842,997	4,638,683	4,385,068	4,666,190	4,772,780	4,902,150
EXPENDITURES BY PROGRAM						
Administration	192,168	283,834	268,050	269,040	297,705	284,100
Park Services	1,856,301	1,861,944	1,776,633	1,927,350	1,875,985	1,841,450
Development Engineering	1,006,154	1,082,327	1,038,914	1,106,200	1,101,100	609,650
Town Engineering Services	-	-	-	-	-	627,750
Streets/Signals/Sidewalks	1,690,826	1,320,783	1,209,535	1,285,100	1,429,990	1,468,900
Pass Thru Accounts	97,548	89,795	91,936	78,500	68,000	70,300
TOTAL EXPENDITURES	4,842,997	4,638,683	4,385,068	4,666,190	4,772,780	4,902,150

The above totals reflect General Fund programs. Additional Parks and Public Works programs are reflected in separate Special Revenue and Internal Service Funds following the General Fund portion of this section. Staffing assignments to the Capital Program and Redevelopment Agency are reflected outside of the department's budget.

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DEPARTMENT STAFFING

Full Time Equivalent (FTE)

<i>General Fund</i>	Authorized Positions	2002/03 Funded	2003/04 Funded	2004/05 Funded	2005/06 Funded	2006/07 Funded
Parks & Public Works Dir.	1.00	0.80	1.00	1.00	1.00	1.00
Administrative Analyst	1.00	1.00	1.00	1.00	1.00	1.00
Administrative Specialist	1.00	1.00	1.00	1.00	1.00	1.00
Public Works Specialist	0.80	1.34	1.60	1.70	1.70	0.80
Secretary III	1.00	-	-	-	-	1.00
Superintendent	1.90	1.50	1.40	1.55	1.55	1.70
PPW Supervisor	-	-	-	0.30	0.30	-
Facilities Coordinator	-	-	0.25	-	-	-
Town Arborist	1.00	1.00	1.00	1.00	1.00	1.00
Lead Parks & Maint. Worker	2.00	2.00	1.00	1.00	1.00	1.00
Sr. Parks & Maint. Worker	2.93	3.00	2.00	1.00	1.00	0.93
Parks & Maint. Worker	11.01	13.00	10.25	8.20	8.20	8.51
Tree Trimmer / High Climber	1.00	1.00	1.00	1.00	1.00	1.00
Parks Service Officer	1.91	2.00	2.00	1.96	1.96	1.91
Town Engineer	0.91	0.80	1.00	0.85	0.88	0.91
Associate Civil Engineer	3.75	3.80	3.80	2.75	2.76	2.95
Sr. Engineer Technician	1.00	1.00	1.00	1.00	1.00	1.00
Sr. Engineering Inspector	0.87	1.00	1.00	0.70	0.81	0.87
Engineering Inspector	1.00	1.00	1.00	0.95	0.89	1.00
Total General Fund FTEs	34.08	35.24	31.30	26.96	27.05	27.58

NON-General Fund FTEs (in Parks & Public Works Department programs unless otherwise noted)

Solid Waste Management (FTEs shown in Community Services Department under Fund 210)

Park Service Officer	0.09	-	-	0.04	0.04	0.09
Sr. Parks & Maint. Worker	0.07	-	-	-	-	0.07
Parks & Maint. Worker	0.56	-	-	0.70	0.70	0.56
Total Solid Waste Fund FTEs	0.72	-	-	0.74	0.74	0.72

Non-Point Source

Sweeper Operator	1.00	1.00	1.00	1.00	1.00	1.00
Associate Civil Engineer	0.20	-	0.20	-	-	-
Public Works Specialist	-	-	0.10	-	-	-
Superintendent	-	-	0.10	-	-	-
Parks & Maint. Worker	0.50	-	0.50	-	-	-
Total Non-Point Source FTEs	1.70	1.00	1.90	1.00	1.00	1.00

Sanitary Sewer

Parks & Public Works Dir.	-	0.20	-	-	-	-
Town Engineer	-	0.20	-	-	-	-
Associate Civil Engineer	-	0.20	-	-	-	-
Superintendent	-	0.30	0.30	0.30	0.30	-
Public Works Specialist	-	0.33	0.10	0.10	0.10	-
Sr. Parks & Maint. Worker	-	1.00	1.00	1.00	1.00	-
Parks & Maint. Worker	-	2.00	3.00	2.60	2.60	-
Facility Coordinator	-	-	0.25	-	-	-
Total Sanitary Sewer FTEs	-	4.23	4.65	4.00	4.00	-

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Full Time Equivalent (FTE)

	Authorized Positions	2002/03 Funded	2003/04 Funded	2004/05 Funded	2005/06 Funded	2006/07 Funded
<i>Vehicle Maintenance</i>						
Superintendent	0.60	0.20	0.20	0.15	0.15	0.30
PPW Supervisor	0.07	-	-	0.07	0.07	0.07
Equipment Mechanic	2.00	2.00	2.00	2.00	2.00	2.00
Public Works Specialist	0.20	0.33	0.20	0.20	0.20	0.20
Total Vehicle Maint. FTEs	2.87	2.53	2.40	2.42	2.42	2.57
<i>Building Maintenance</i>						
Superintendent	0.50	-	-	-	-	-
PPW Supervisor	0.93	-	-	0.63	0.63	0.93
Facilities Coordinator	-	1.00	0.50	-	-	-
Parks & Maint. Worker	0.93	-	0.25	0.50	0.50	0.93
Total Building Maint. FTEs	2.36	1.00	0.75	1.13	1.13	1.86
<i>Redevelopment Agency (FTEs shown in Redevelopment Agency Budget under Fund 930)</i>						
Town Engineer	0.09	-	-	0.15	0.12	0.09
Associate Civil Engineer	0.05	-	-	0.25	0.24	0.05
Senior Engineer Inspector	0.13	-	-	0.30	0.19	0.13
Engineering Inspector	-	-	-	0.05	0.11	-
Total Redevelopment FTEs	0.27	-	-	0.75	0.66	0.27
Total PPW Department FTE's	42.00	44.00	41.00	37.00	37.00	34.00
<i>Temporary Staff Hours</i>						
Engineering Technician		-	-	-	832	1,000
Engineering Intern *		-	-	-	-	1,000
Maintenance Assistant		7,426	6,100	6,100	6,100	6,800
Seasonal Park Ranger		105	-	-	-	-
Ticket Booth Attendant		300	-	-	-	-
Public Works Specialist **		-	-	-	-	1,000
Office Intern		1,040	1,495	1,495	400	1,000
Total Annual Hours		8,871	7,595	7,595	7,332	10,800

* The Temporary Engineering Intern hours are supported by development fees.

** The Temporary Public Works Specialist hours are funded in the Capital Improvement Program Infrastructure Needs Assessment Project (400-0207) for implementation and integration of the new system into daily operations.

Parks & Public Works Department

PARKS & PUBLIC WORKS ADMINISTRATION PROGRAM 5010

PROGRAM PURPOSE

The Administration program supports the delivery of services throughout the Department. The primary responsibilities include managing and coordinating the efforts of the Department's programs; organizing meetings with citizens, contractors and agencies; preparing and administering budget documents; and preparing reports to the Town Council, Commissions, and Town Manager.

BUDGET OVERVIEW

The Department's Administration Program budget for FY 2006/07 reflects an increase in staffing costs. Temporary staffing hours were increased to reflect expected workload requirements to properly manage and support the implementation of the Parks & Public Works Department's new work order tracking system, park reservations, and the tree ordinance implemented in FY 2004/05. This temporary staffing increase is provided with one-time funds for FY 2006/07. A work-load audit will be conducted during the fiscal year to further evaluate staff deployment and service levels. Additionally, the Secretary III position was reallocated to the Administration Program to build administrative capacity at the departmental level due to upcoming retirements anticipated during FY 2006/07.

∞ PARKS & PUBLIC WORKS DEPARTMENT ∞
Administration

SUMMARY OF REVENUES AND EXPENDITURES

	2002/03	2003/04	2004/05	2005/06	2005/06	2006/07
	Actuals	Actuals	Actuals	Adopted	Estimated	Proposed
REVENUES						
<i>Miscellaneous Taxes</i>	-	-	-	-	-	-
<i>Licenses & Permits</i>	-	-	-	-	-	-
<i>Intergovernmental</i>	-	-	-	-	-	-
<i>Service Charges</i>	26,459	19,188	-	-	-	-
<i>Other Sources</i>	-	-	-	-	-	-
TOTAL REVENUES	26,459	19,188	-	-	-	-
EXPENDITURES						
<i>Salaries and Benefits</i>	109,009	201,547	195,166	195,800	210,900	206,200
<i>Operating Expenditures</i>	20,038	21,464	19,073	19,840	32,805	20,800
<i>Fixed Assets</i>	-	-	-	-	-	-
<i>Internal Service Charges</i>	63,121	60,823	53,811	53,400	54,000	57,100
TOTAL EXPENDITURES	192,168	283,834	268,050	269,040	297,705	284,100

FY 2006/07 KEY PROJECTS

Customer Satisfaction Survey - The Administrative Program will complete the development and implementation of a customer satisfaction survey to assess customer satisfaction with the Department's services.

Organizational Development - A key project continues to focus on organizational development through a development and training plan, cross-functional work activities for staff within a model that incorporates team loyalty at work. By building upon staffs' knowledge, skills and teamwork, this effort will enhance efficiencies while increasing customer satisfaction.

Organizational Workload Audit – Due to staffing reductions, high workloads, and customer service demands, the deployment of work and resources is increasingly occurring at a reactive level, and less on a proactive advanced scheduling level. A work load audit is planned to identify: 1)the key drivers of workload, 2) how the department's resources are deployed given the workload demands, and 3) opportunities for improvement and/or concerns for deficiencies which should be addressed.

∞ PARKS & PUBLIC WORKS DEPARTMENT ∞
Administration

KEY PROGRAM SERVICES

- Oversee regulatory and project operations
- Manage departmental budget
- Pursue grant funding to enable the Town to implement key projects
- Facilitate neighborhood meetings to discuss concerns related to traffic calming, street improvements, and other parks and public works related issues
- Provide staff support to the Parks Commission and Transportation and Parking Commission and assist in coordination of Commission-sponsored projects
- Provide support for town-wide committees having mutual project interests, such as Community Unity projects.
- Oversight of department's employee training and safety programs

PPW ADMINISTRATION PROGRAM STAFFING

Full Time Equivalent (FTE)

	Authorized Positions	2002/03 Funded	2003/04 Funded	2004/05 Funded	2005/06 Funded	2006/07 Funded
<i>Town Staff</i>						
Public Works Director	0.40	0.20	0.40	0.40	0.40	0.40
Administrative Analyst	0.25	0.25	0.25	0.25	0.25	0.25
Administrative Specialist	0.25	0.25	0.25	0.25	0.25	0.25
Secretary III	0.40	-	-	-	-	0.40
Public Works Specialist	0.10	0.50	0.50	0.50	0.50	0.10
TOTAL PROGRAM FTE's	1.40	1.20	1.40	1.40	1.40	1.40
<i>Temporary Staff Hours</i>		2002/03 Funded	2003/04 Funded	2004/05 Funded	2005/06 Funded	2006/07 Funded
Office Intern		-	1,495	1,495	400	1,000
TOTAL ANNUAL HOURS		-	1,495	1,495	400	1,000



Parks & Public Works Department

PARKS AND FORESTRY PROGRAM 5020

PROGRAM PURPOSE

The Parks Program manages the Town's parks, open space and landscape median systems to provide recreational opportunities for residents and visitors, and viewscape in general. This program provides for park maintenance, urban forestry, and Park Service Officer services. Program functions include maintaining plants, trees, lawns, and irrigation systems in the Town parks, Town facilities, street median islands, public right-of-ways, parking lots and open space areas. Additional services include providing security in the Town's parks and open space areas and providing maintenance and ensuring the safety of parks and playground equipment.

BUDGET OVERVIEW

Currently, there are five Maintenance Workers in the Parks program to maintain twelve parks and numerous median and roadside landscaping areas. When large in-house street repair projects are conducted, park staff is pulled from their maintenance assignments to assist with tree trimming, brush removal, graffiti abatement, and traffic controls, delaying completion of regular parks maintenance activities. Temporary Maintenance Assistants are utilized to lessen the impact of widening service gaps.

FY 2006/07 operating expenditures within the Parks Program reflects a one-year increase in temporary park maintenance staffing positions, in line with a planned departmental workload audit. With the added support of temporary park maintenance assistants, a vacant Park and Maintenance Worker position was reallocated to the Street & Signal Program to stabilize street operations. Additionally, minor portions of Maintenance Worker FTEs were reallocated to the Solid Waste Fund in support of daily operational tasks associated with refuse collection and cleanup in the parks.

The materials and supplies portion of the budget remains status quo. One notable budget expenditure decrease stems from the FY 2006/07 implementation of the irrigation water audit recommendations that are anticipated to result in a decrease in irrigation water costs; however supplies and contract service increases offset this reduction.

∞ PARKS & PUBLIC WORKS DEPARTMENT ∞
Parks & Forestry

SUMMARY OF REVENUES AND EXPENDITURES

	2002/03	2003/04	2004/05	2005/06	2005/06	2006/07
	Actuals	Actuals	Actuals	Adopted	Estimated	Proposed
REVENUES						
<i>Miscellaneous Taxes</i>	9,161	13,929	11,876	11,000	10,000	10,000
<i>Licenses & Permits</i>	-	26,325	31,204	35,000	41,000	41,000
<i>Intergovernmental</i>	-	-	-	-	-	-
<i>Service Charges</i>	2,145	1,200	24,715	21,200	21,200	21,200
<i>Other Sources</i>	109,152	63,635	57,779	69,400	64,400	65,400
TOTAL REVENUES	120,458	105,089	125,574	136,600	136,600	137,600
EXPENDITURES						
<i>Salaries and Benefits</i>	1,165,131	1,206,474	1,269,040	1,355,300	1,282,110	1,262,000
<i>Operating Expenditures</i>	357,835	340,710	233,585	279,450	294,325	279,450
<i>Fixed Assets</i>	-	-	-	-	7,150	-
<i>Internal Service Charges</i>	333,335	314,760	274,008	292,600	292,400	300,000
TOTAL EXPENDITURES	1,856,301	1,861,944	1,776,633	1,927,350	1,875,985	1,841,450

FY 2006/07 KEY PROJECTS

Water Audit – Completion of an irrigation audit of the parks and landscaping water will provide key input toward project planning, in anticipation of determining locations where high water use can be decreased, resulting in water conservation and expenditure reductions.

Park & Trail Improvements – Grant Funded Projects – During FY 2006/07, project development will continue for Proposition 12/40 grant projects for the Balzar Field Restroom Upgrade and the Bachman Park Irrigation Upgrades. Additional projects are under consideration with the adoption of the Capital Improvement Program Budget

∞ PARKS & PUBLIC WORKS DEPARTMENT ∞
Parks & Forestry

KEY PROGRAM SERVICES

Park Maintenance

- Maintain 62 public sites, including 12 parks, the Los Gatos Creek Trail, three open space areas, 15 acres of landscaping for median islands and parking lots, grounds maintenance for five Town owned buildings, and manage the downtown Adopt-a-Planter program

Urban Forestry Program

- Maintain all park, median island trees and plants, and all trees planted on public property, including State Route 9, per agreement with Caltrans.
- Coordinate the tree removal permit process to protect trees and manage tree inspection services
- Oversee the contractual tree pruning contracts

Park Service Officers

- Provide public assistance, user safety and code enforcement in the Town's parks system, patrolling the park system seven days per week
- Conduct interpretive programs and educational programs at parks and local schools annually
- Supervise the Department of Corrections Work Furlough Program for clean-up projects

Volunteer Projects

- Coordinate volunteers, including high school students and service groups such as the Boy Scouts, who maintain or construct parks related projects, including parks and trails system improvements, debris removal and roadside weed abatement

Open Space Maintenance Districts

- Oversee contract services for six Landscaping and Lighting Benefit Assessment Districts
- Maintain three Town-owned open space areas: Heinz, Santa Rosa and Novitiate Open Space Areas

Park Improvements

- Conduct ongoing maintenance and improvement projects, as needed, to ensure equipment and facilities are functional and in safe operating condition

Special Events

- Provide support services for Town-sponsored and co-sponsored events, in particular the annual Keep Los Gatos Beautiful Month, Music in the Park, Screen on the Green, 4th of July event, and the downtown tree lights, holiday tree lighting ceremony in the Town Plaza, and the Holiday Children's Parade. Services for other agency-sponsored events are provided on a cost-recovery basis
- Provide services for non-town sponsored events, such as Fiesta de Artes, Shakespeare Festival and Jazz in the Plazz

Parks Use and Reservation System

- Manage the park reservation and user fee system

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Parks & Forestry

PARKS & FORESTRY PROGRAM STAFFING

Full Time Equivalent (FTE)

<i>Town Staff</i>	Authorized Positions	2002/03 Funded	2003/04 Funded	2004/05 Funded	2005/06 Funded	2006/07 Funded
Public Works Director	0.20	0.20	0.20	0.20	0.20	0.20
Superintendent	1.00	1.00	1.00	1.00	1.00	1.00
Administrative Analyst	0.25	0.25	0.25	0.25	0.25	0.25
Administrative Specialist	0.25	0.25	0.25	0.25	0.25	0.25
Public Works Specialist	0.40	0.34	0.40	0.40	0.40	0.40
Town Arborist	1.00	1.00	1.00	1.00	1.00	1.00
Lead Parks & Maint Worker	1.00	1.00	1.00	1.00	1.00	1.00
Sr. Parks & Maint Worker	1.00	1.00	-	-	-	-
Parks & Maint Worker	6.72	7.00	6.00	5.00	5.80	4.72
Tree Trimmer / High Climber	1.00	1.00	1.00	1.00	1.00	1.00
Parks Service Officer	1.91	2.00	2.00	1.96	1.96	1.91
TOTAL PROGRAM FTE's	14.73	15.04	13.10	12.06	12.86	11.73

<i>Temporary Staff Hours</i>	2002/03 Funded	2003/04 Funded	2004/05 Funded	2005/06 Funded	2006/07 Funded
Maintenance Assistant	5,970	6,100	2,650	4,650	5,000
Seasonal Park Ranger	105	-	-	-	-
Ticket Booth Attendant	300	-	-	-	-
Office Intern	1,040	-	-	-	-
TOTAL ANNUAL HOURS	7,415	6,100	2,650	4,650	5,000

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Parks & Forestry

Performance Objectives and Measures	2002/03 Actual	2003/04 Actual	2004/05 Actual	2005/06 Estimated	2006/07 Budget
1. <i>To ensure parks playground equipment is functional and in safe operating condition.</i>					
a. Percentage of parks with playground equipment receiving weekly safety inspections:	<i>New Measure for 2003/04</i>	80%	80%	90%	100%
2. <i>To ensure the Town's park and trail facilities are well maintained and functional.</i>					
a. Percentage of residents satisfied with the Town's efforts to maintain parks:	<i>New Measure for 2003/04</i>	95%	95%	95%	95%
b. Percentage of residents satisfied with the Town's efforts to maintain Town trails:	<i>New Measure for 2003/04</i>	83%	83%	83%	83%
c. Percentage of residents rating the appearance of Town parks as good or excellent:	<i>New Measure for 2003/04</i>	92%	92%	92%	92%

Activity and Workload Highlights	2002/03 Actual	2003/04 Actual	2004/05 Actual	2005/06 Estimated	2006/07 Budget
1. Total number of tree-related maintenance requests received, requiring inspection by staff:	<i>New Highlight for 2006/07</i>	<i>New Highlight for 2006/07</i>	<i>New Highlight for 2006/07</i>	<i>New Highlight for 2006/07</i>	<i>New Highlight for 2006/07</i>
2. Total number of staff hours to conduct tree inspections and/or pruning:	<i>New Highlight for 2006/07</i>	<i>New Highlight for 2006/07</i>	<i>New Highlight for 2006/07</i>	<i>New Highlight for 2006/07</i>	<i>New Highlight for 2006/07</i>
3. Total acres of Town parks, open space, and median islands maintained:	<i>New Highlight for 2005/06</i>	<i>New Highlight for 2005/06</i>	<i>New Highlight for 2005/06</i>	348.2	348.2
4. Total miles of parks and open space trails maintained:	<i>New Highlight for 2005/06</i>	<i>New Highlight for 2005/06</i>	<i>New Highlight for 2005/06</i>	12.9	12.9
5. Total number of park use permits issued annually:	<i>New Highlight for 2006/07</i>	<i>New Highlight for 2006/07</i>	<i>New Highlight for 2006/07</i>	<i>New Highlight for 2006/07</i>	<i>New Highlight for 2006/07</i>



Parks & Public Works Department

ENGINEERING DEVELOPMENT SERVICES PROGRAM 5030

PROGRAM PURPOSE

The Engineering Development Services Program, in coordination with the Town's Community Development Department, provides services for private development projects to ensure development projects are constructed in accordance with Town standards. Engineering functions also include reviewing plans and specifications, inspection services for grading, drainage, and encroachment in the public right-of-way issues, and facilitating annexation of property to the Town. The goal of this program is to recover engineering staff costs and expenditures related to private development oversight.

BUDGET OVERVIEW

Beginning in FY 2006/07, the Engineering Program is separated into two functional programs: Engineering Development Services and Engineering Program Services. The summary of revenues and expenditures for prior years continues to be reflected in the Engineering Development Services Program in order to maintain continuity with revenues directly related to development activities.

Staffing levels in the Engineering Development Services Program support engineering review of private party development plans as well as construction inspection to ensure the developments are built as approved. Additional engineering services oversee encroachment and right-of-way issues, traffic review and analysis of development impacts, and the review and approval of final tract and parcel maps as required by State law. A temporary staffing increase in the FY 2006/07 operating budget will provide support to the development engineer in coordination with a planned workload audit to be conducted during the next fiscal year.

The FY 2006/07 budget reflects development related revenues and expenditures. In combination, the Development Services and the Engineering Program Services non-personnel expenditures remain consistent with prior year budgets. The Engineering Development program reflects revenue reductions in grading inspections and encroachment permits as a result of expected slowing in construction activity. Engineering revenues also decreased with the shifting of the NPDES fee. Small site inspections were transferred to the Community Development Department's building inspectors to be included in overall building inspection duties. The infrequent large site inspections will continue to be inspected by the Engineering department due to regulatory complexity. A new engineering services fee was added for development-related activities that will recover the cost of providing engineering services for development projects, resulting in a net overall program revenue increase.

∞ PARKS & PUBLIC WORKS DEPARTMENT ∞
Engineering Development Services

SUMMARY OF REVENUES AND EXPENDITURES

	2002/03	2003/04	2004/05	2005/06	2005/06	2006/07
	Actuals	Actuals	Actuals	Adopted	Estimated	Proposed
REVENUES						
<i>Miscellaneous Taxes</i>	-	-	-	-	-	-
<i>Licenses & Permits</i>	90,813	73,003	150,324	113,000	98,000	98,000
<i>Intergovernmental</i>	-	3,000	-	-	-	-
<i>Service Charges</i>	182,256	159,955	358,967	228,000	243,000	268,000
<i>Other Sources</i>	-	-	-	-	-	-
TOTAL REVENUES	273,069	235,958	509,291	341,000	341,000	366,000
EXPENDITURES						
<i>Salaries and Benefits</i>	818,769	889,673	871,258	971,200	956,100	521,300
<i>Operating Expenditures</i>	69,968	64,450	59,480	25,700	34,700	9,250
<i>Fixed Assets</i>	-	15,462	-	-	-	-
<i>Internal Service Charges</i>	117,417	112,742	108,176	109,300	110,300	79,100
TOTAL EXPENDITURES	1,006,154	1,082,327	1,038,914	1,106,200	1,101,100	609,650

FY 2006/07 KEY PROJECTS

Grading Ordinance - A key project is to complete the preparation of a Grading Ordinance; a multi-year process that began during Spring 2005 and includes consultant analysis of the town's grading issues and needs. The Development Team, staff from Engineering and Planning, will develop and bring forward a proposed Grading Ordinance that will include best practices and the unique geological profile of this Town. By building upon the consultant's report, best practices, and staffs' knowledge, this project will create a new ordinance to better serve the town, as grading issues ultimately impact the entire community-at-large.

Development Team Continuous Improvement - The Development Team (Community Development, Parks & Public Works, Fire, and the Police Department) will focus on evaluating processes, procedures, and systems; defining roles and responsibilities; building capacity; and obtaining input and feedback from customers to continue to improve the development review process.

Santa Clara Valley Water District (SCVWD) Collaborative Standards - The Town of Los Gatos is a member of the Santa Clara Valley Water Resources Protection Collaborative team to assist in developing County wide requirements and procedures for land use near streams. The goal of the Collaborative Work Plan is to create a transition plan for the transfer of permit authority from the SCVWD to local permitting agencies. As part of this transition, amendments to the Town's General Plan and Town Code will be required.

∞ PARKS & PUBLIC WORKS DEPARTMENT ∞
Engineering Development Services

KEY PROGRAM SERVICES

Development Projects

- Review development applications for compliance with Town grading and engineering standards
- Review plans and approve final maps (tracts) and parcel maps as required by state law
- Conduct inspections of work within public right-of-way through the encroachment permit process
- Process all petitions for annexation

Traffic Engineering

- Perform traffic engineering analysis for proposed development projects

Community Information

- Provide assistance to the public regarding right-of-way issues

ENGINEERING DEVELOPMENT SERVICES

Full Time Equivalent (FTE)

<i>Town Staff</i>	Authorized Positions	2002/03 Funded	2003/04 Funded	2004/05 Funded	2005/06 Funded	2006/07 Funded
Public Works Director	0.20	0.20	0.20	0.20	0.20	0.20
Administrative Analyst	-	0.25	0.25	0.25	0.25	-
Town Engineer	0.18	0.80	0.80	0.85	0.88	0.18
Associate Civil Engineer	2.47	3.80	3.80	2.75	2.76	1.67
Sr. Engineer Technician	0.80	1.00	1.00	1.00	1.00	0.80
Sr. Engineering Inspector	0.15	1.00	1.00	0.70	0.81	0.15
Engineering Inspector	0.80	1.00	1.00	0.95	0.89	0.80
Public Works Specialist	-	0.50	0.50	0.50	0.50	-
Secretary III	0.10	-	-	-	-	0.10
Administrative Specialist	0.05	0.25	0.25	0.25	0.25	0.05
TOTAL PROGRAM FTEs	4.75	8.80	8.80	7.45	7.54	3.95

<i>Temporary Staff Hours</i>	2002/03 Funded	2003/04 Funded	2004/05 Funded	2005/06 Funded	2006/07 Funded
Engineering Technician	-	-	-	832	300
Engineering Intern	-	-	-	-	1,000
TOTAL ANNUAL HOURS	-	-	-	832	1,300

∞ PARKS & PUBLIC WORKS DEPARTMENT ∞
Engineering Development Services

Performance Objectives and Measures	2002/03 Actual	2003/04 Actual	2004/05 Actual	2005/06 Estimated	2006/07 Budget
1. <i>To ensure private development projects are constructed according to Town standards.</i>					
a. Percentage of private development customers who are satisfied with the grading and encroachment inspection process:	<i>New Measure for 2005/06</i>	<i>New Measure for 2005/06</i>	<i>New Measure for 2005/06</i>	<i>New Measure for 2005/06</i>	80%

Activity and Workload Highlights	2002/03 Actual	2003/04 Actual	2004/05 Actual	2005/06 Estimated	2006/07 Budget
1. Number of grading permits processed:	<i>New Highlight for 2003/04</i>	20	25	30	25

Parks & Public Works Department

ENGINEERING PROGRAM SERVICES PROGRAM 5035

PROGRAM PURPOSE

Engineering Program Services provides oversight for Town engineering activities not related to private development. This includes the design, management and administration of the Capital Improvement Program to improve the Town's public infrastructure (such as streets, sidewalks, storm drains, parks, retaining walls, and signalized intersections) with an emphasis on delivering capital projects within their planned schedule and budgets. Engineering operations also effectively manage Town-wide and neighborhood traffic issues including but not limited to the Town's traffic calming policy, engineering inspection services to ensure Town project contractor's are meeting contract standards and requirements, development of GIS data to manage Town infrastructure, annexation, right-of-way, and property boundary issues, and the administration of the asset management and work load tracking software.

BUDGET OVERVIEW

Engineering Program Services will track non fee-related engineering services and activities. Budgeted staffing supports engineering design, review, and construction oversight of Town directed projects, and inspection activities to ensure construction is built as approved. Engineering staff functions also oversee traffic engineering for traffic control, signalization, and daily operations; property annexation review and processing as required by County development regulations; administrative functions to support staff reporting on Town projects, financial tracking, grant application and funding, joint agency coordination; and public information meetings and notifications. Funding is provided for a temporary engineer technician in FY 2006/07 for GIS mapping and CAD drawing services for CIP projects. With the introduction of new technologies into department operations the appropriate level of staff support needs to be evaluated and considered for ongoing funding. This need will be reviewed in the work-load audit to be conducted during the next year.

Non-personnel costs are anticipated to be minimal for this program as expenditures are limited to engineering design supplies and materials for FY 2006/07. Contract services related to the Capital Improvement Program are charged directly to projects, and no other operational contract services are planned at this time in this engineering services program.

∞ PARKS & PUBLIC WORKS DEPARTMENT ∞
Engineering Program Services

SUMMARY OF REVENUES AND EXPENDITURES

	2002/03	2003/04	2004/05	2005/06	2005/06	2006/07
	Actuals	Actuals	Actuals	Adopted	Estimated	Proposed
REVENUES						
<i>Miscellaneous Taxes</i>	-	-	-	-	-	-
<i>Licenses & Permits</i>	-	-	-	-	-	-
<i>Intergovernmental</i>	-	-	-	-	-	-
<i>Service Charges</i>	-	-	-	-	-	-
<i>Other Sources</i>	-	-	-	-	-	-
TOTAL REVENUES	-	-	-	-	-	-
EXPENDITURES						
<i>Salaries and Benefits</i>	-	-	-	-	-	537,800
<i>Operating Expenditures</i>	-	-	-	-	-	16,450
<i>Fixed Assets</i>	-	-	-	-	-	-
<i>Internal Service Charges</i>	-	-	-	-	-	73,500
TOTAL EXPENDITURES	-	-	-	-	-	627,750

FY 2006/07 KEY PROJECTS

Asset Management and Other Projects – Continue with the implementation of the asset management system for key infrastructure assets and operational activities. During FY 2005/06, implementation efforts focused on the Work Order module (for parks, engineering and streets), Fleet Management module, and the Traffic Signal and Street Lighting module. FY 2006/07 efforts will continue implementation and staff training, as well as assessing needs for additional modules and developing reports to track the department's efforts.

Capital Improvement Projects (CIP) - Manage and complete currently programmed capital projects, prepare project plan proposals for the Town's future Capital Improvement Program, and continue to seek and obtain grant funding for projects where applicable. Planned projects include several park improvement projects funded with State Bond funds.

Downtown Streetscape Project (CIP) –The Streetscape Project for Main Street, the final component of the Downtown's Streetscape Project, is planned for the summer of 2006. Project components include new Villa-Hermosa style sidewalks and repaving the street.

∞ PARKS & PUBLIC WORKS DEPARTMENT ∞
Engineering Program Services

KEY PROGRAM SERVICES

Capital Improvement Projects

- Provide plans, specifications, estimates, right-of-way plans, property descriptions for Town projects, coordinate consultants and administer contracts
- Design and administer projects for the annual Capital Improvement Program, including curb, gutter and sidewalk improvement analysis
- Provide administrative and engineering support services for the various new parks improvement projects funded with Propositions 12 & 40 Bond Act grant funds.

Traffic Engineering

- Perform traffic engineering analysis
- Manage neighborhood traffic concerns and requests, including traffic calming program

Community Information

- Provide assistance to the public regarding engineering services

ENGINEERING PROGRAM SERVICES

Full Time Equivalent (FTE)

<i>Town Staff</i>	Authorized Positions	2002/03 Funded	2003/04 Funded	2004/05 Funded	2005/06 Funded	2006/07 Funded
Town Engineer	0.73	-	-	-	-	0.73
Associate Civil Engineer	1.28	-	-	-	-	1.28
Sr. Engineer Technician	0.20	-	-	-	-	0.20
Sr. Engineering Inspector	0.72	-	-	-	-	0.72
Engineering Inspector	0.20	-	-	-	-	0.20
Secretary III	0.50	-	-	-	-	0.50
Administrative Analyst	0.25	-	-	-	-	0.25
Administrative Specialist	0.20	-	-	-	-	0.20
TOTAL PROGRAM FTEs	4.08	-	-	-	-	4.08
<i>Temporary Staff Hours</i>		2002/03 Funded	2003/04 Funded	2004/05 Funded	2005/06 Funded	2006/07 Funded
Engineering Technician		-	-	-	-	700
TOTAL ANNUAL HOURS		-	-	-	-	700

∞ PARKS & PUBLIC WORKS DEPARTMENT ∞
Engineering Program Services

Performance Objectives and Measures	2002/03 Actual	2003/04 Actual	2004/05 Actual	2005/06 Estimated	2006/07 Budget
1. <i>To effectively manage neighborhood traffic consistent with the Town's traffic calming policy.</i>					
a. Percentage of residential households in traffic calming project neighborhood rating their experience in the process as satisfactory:	<i>New Measure for 2005/06</i>	<i>New Measure for 2005/06</i>	<i>New Measure for 2005/06</i>	67%	67%
b. Percentage of residents satisfied with the Town's efforts to calm traffic in neighborhoods*:	<i>New Measure for 2003/04</i>	74%	74%	74%	74%

Activity and Workload Highlights	2002/03 Actual	2003/04 Actual	2004/05 Actual	2005/06 Estimated	2006/07 Budget
1. Number of traffic calming requests received:	<i>New Highlight for 2005/06</i>	<i>New Highlight for 2005/06</i>	<i>New Highlight for 2005/06</i>	4	4
2. Number of traffic calming projects:	<i>New Highlight for 2003/04</i>	12	4	3	3
3. Number of traffic calming projects closed:	<i>New Highlight for 2005/06</i>	4	4	2	2

**Customer satisfaction Performance Measures are based on the Town's 2003 survey results.*

Parks & Public Works Department

STREETS AND SIGNALS PROGRAM PROGRAM 5050

PROGRAM PURPOSE

The objective of the Streets and Signals Program is to provide safe and functional roadways and sidewalk systems through ongoing maintenance of the Town's roadway network, including small pavement reconstruction, minor street repairs, the filling of potholes, the maintenance of roadway signs, traffic markings (paint), signals, streetlights, storm drain maintenance, graffiti abatement, and debris removal. Staff coordinates road-side clean-up projects with the Department's other programs, such as Parks and Non-Point Source Program and with other agencies, such as neighboring communities and regional jurisdictions. Additional project coordination is conducted with the Engineering Program for traffic calming device installation and road-way improvements in the Capital Improvement Program (CIP).

BUDGET OVERVIEW

The FY 2006/07 budget reflects additional Parks and Maintenance Worker staffing in support of ongoing efforts to meet the demands and challenges related to the Town's aging infrastructure and years of deferred roadway maintenance. With the transfer of the Town's Sanitary Sewer System to West Valley Sanitation District in November, 2005, and a preliminary evaluation of staff deployment, portions of two maintenance workers were reallocated to the Streets Program, thereby increasing the Street crew to five workers (with partial assignments in the Solid Waste Program). In addition, a one-year temporary staffing assignment, resulting from the implementation of the Parks & Public Works Department's new work order tracking system, is funded in FY 2006/07 in coordination with a planned work-load audit to be conducted during the next fiscal year.

With limited resources in Los Gatos, as well as in our neighboring communities, the Streets and Signals Program continues to seek partnerships with local agencies for similar ongoing operations and one-time projects in an effort to achieve greater efficiency and reduced costs for managing certain services. In the past fiscal year, several partnering projects were successfully undertaken with Saratoga, Monte Sereno, San Jose, Campbell and Caltrans, and this mode of operation is expected to continue. Some incidental service charge revenues for paving and street sign production activities are expected to be less in FY 2006/07, as reflected in the budget.

Operating expenditures are budgeted at prior year appropriation levels, with minor shifting between expenditures. Traffic signalization contract expenses are increasing while the street light energy budget decreased, netting to a status quo budget.

∞ PARKS & PUBLIC WORKS DEPARTMENT ∞
Streets & Signals Program

SUMMARY OF REVENUES AND EXPENDITURES

	2002/03	2003/04	2004/05	2005/06	2005/06	2006/07
	Actuals	Actuals	Actuals	Adopted	Estimated	Proposed
REVENUES						
<i>Miscellaneous Taxes</i>	-	-	-	-	-	-
<i>Licenses & Permits</i>	990	630	1,584	500	1,500	1,500
<i>Intergovernmental</i>	-	-	-	-	-	-
<i>Service Charges</i>	-	-	-	-	18,000	3,500
<i>Other Sources</i>	-	-	-	-	-	-
REVENUES	990	630	1,584	500	19,500	5,000
EXPENDITURES						
<i>Salaries and Benefits</i>	635,771	517,555	498,683	564,700	682,500	701,900
<i>Operating Expenditures</i>	669,420	452,282	427,617	416,800	434,990	428,000
<i>Fixed Assets</i>	21,347	11,331	-	11,200	11,200	-
<i>Internal Service Charges</i>	364,288	332,355	283,235	292,400	301,300	339,000
<i>Buildings & Facilities</i>	-	7,260	-	-	-	-
TOTAL EXPENDITURES	1,690,826	1,320,783	1,209,535	1,285,100	1,429,990	1,468,900

FY 2006/07 KEY PROJECTS

Inter-Program Work Projects - Program staff will continue to plan and coordinate inter-program work projects, such as roadside clean-up projects, that utilize both program staff and equipment to increase department efficiency and addresses large scale maintenance issues.

Partnerships with Other Municipalities – Staff will continue to pursue opportunities with local agencies that have similar service needs in an effort to reduce program expenditures. Successful ongoing coordinated efforts include graffiti removal, paving operations and brush removal activities.

∞ PARKS & PUBLIC WORKS DEPARTMENT ∞
Streets & Signals Program

KEY PROGRAM SERVICES

Street Maintenance/Traffic Signal Program

- Maintain traffic signs and street signs along public streets
- Maintain visibility of pavement markings, including crosswalks, red curbs and roadway striping
- Maintain 28 signalized intersections and 1,575 street lights in the public right-of-way

Street Maintenance/Pavement

- Maintain and repair over 106 miles of public streets and 22 parking lots
- Maintain storm drain basins, ditches and culverts

Sidewalk Maintenance Program

- Coordinate concrete sidewalks, curbs and gutters replacement program with CIP program
- Maintain the cleanliness of sidewalks, benches, bus stop shelter, and waste receptacles in the business districts using pressure washing equipment

Special Events

- Provide support services to Town-sponsored events
- Install banners and flags throughout Town at various times during the year to celebrate national and local events, such as the 4th of July, Memorial and Veteran's Days.

STREETS AND SIGNALS PROGRAM STAFFING

Full Time Equivalent (FTE)

<i>Town Staff</i>	Authorized Positions	2002/03 Funded	2003/04 Funded	2004/05 Funded	2005/06 Funded	2006/07 Funded
Public Works Director	0.20	0.20	0.20	0.20	0.20	0.20
Superintendent	0.90	0.50	0.40	0.55	0.55	0.70
Administrative Analyst	0.25	0.25	0.25	0.25	0.25	0.25
Administrative Specialist	0.25	0.25	0.25	0.25	0.25	0.25
Public Works Specialist	0.30	-	0.20	0.30	0.30	0.30
Town Engineer	-	-	0.20		-	-
Lead Parks & Maint Worker	1.00	1.00	-		-	-
Sr. Parks & Maint Worker	1.93	2.00	2.00	1.00	1.00	0.93
Parks & Maint Worker	4.29	6.00	4.25	3.20	2.40	3.79
PPW Supervisor	-	-	-	0.30	0.30	-
Facilities Coordinator	-	-	0.25	-	-	-
TOTAL PROGRAM FTEs	9.12	10.20	8.00	6.05	5.25	6.42

<i>Temporary Staff Hours</i>	2002/03 Funded	2003/04 Funded	2004/05 Funded	2005/06 Funded	2006/07 Funded
Maintenance Assistant	-	-	2,650	650	1,000
Public Works Specialist	-	-	-	-	-
TOTAL ANNUAL HOURS	-	-	2,650	650	1,000

∞ PARKS & PUBLIC WORKS DEPARTMENT ∞
Streets & Signals Program

Performance Objectives and Measures	2002/03 Actual	2003/04 Actual	2004/05 Actual	2005/06 Estimated	2006/07 Budget
1. <i>To ensure streetlights and traffic signals are working in effective operating order.</i>					
a. Percentage of streetlight malfunctions repaired within five days of notification:	<i>New Measure for 2005/06</i>	<i>New Measure for 2005/06</i>	<i>New Measure for 2005/06</i>	100%	100%
b. Percentage of traffic signals meeting visibility and operational State guidelines:	<i>New Measure for 2003/04</i>	<i>Data Not Available</i>	100%	100%	100%
c. Percentage of residents satisfied with the Town's efforts to provide and maintain street lights*:	<i>New Measure for 2003/04</i>	90%	90%	90%	90%
2. <i>To provide safe and functional roadway systems throughout Town.</i>					
a. Percentage of traffic signal malfunctions repaired within three hours of notification:	<i>New Measure for 2005/06</i>	<i>New Measure for 2005/06</i>	<i>New Measure for 2005/06</i>	100%	100%
b. Percentage of stop signs repaired and replaced within 24 hours of notification.	<i>New Measure for 2005/06</i>	<i>New Measure for 2005/06</i>	<i>New Measure for 2005/06</i>	100%	100%
c. Pavement Condition Index (PCI):	60	74	74	74	74

Activity and Workload Highlights	2002/03 Actual	2003/04 Actual	2004/05 Actual	2005/06 Estimated	2006/07 Budget
1. Number of Town street lights maintained:	2,062	2,062	1,600	1,575	1,575
2. Number of PG&E streetlights (on wooden poles) monitored by Town staff for functionality:	<i>New Highlight for 2005/06</i>	<i>New Highlight for 2005/06</i>	<i>New Highlight for 2005/06</i>	397	397
3. Annual number of Town streetlights repaired:	<i>New Highlight for 2005/06</i>	<i>New Highlight for 2005/06</i>	<i>New Highlight for 2005/06</i>	70	70
4. Number of signalized intersections maintained:	29	29	28	28	28
5. Miles of streets maintained:	105	105	105	106	106
6. Number of traffic signs repaired	<i>New Highlight for 2005/06</i>	<i>New Highlight for 2005/06</i>	<i>New Highlight for 2005/06</i>	60	60
7. Total number of traffic related requests received:	<i>New Highlight for 2005/06</i>	<i>New Highlight for 2005/06</i>	<i>New Highlight for 2005/06</i>	215	215
7. Total number of traffic related work orders completed:	<i>New Highlight for 2005/06</i>	<i>New Highlight for 2005/06</i>	<i>New Highlight for 2005/06</i>	235	235

**Customer satisfaction Performance Measures are based on the Town's 2003 survey results.*

Parks & Public Works Department

PASS-THROUGH ACCOUNTS PROGRAM 5099

PROGRAM PURPOSE

In FY 2004/05, pass-through accounts were moved to this separate program within the department's budget. This accounting structure separates the Parks and Public Works program activities from the funding mechanism set up for external consultants utilized for engineering services, including Traffic Study engineering and Geotech reviews. Fees for these external development services are paid for in advance by the applicant, with the funds then applied to a purchase order. All invoices from the consultants are subsequently paid out of the applicant's account until they zero out. Any remaining balances are returned to the applicant.

BUDGET OVERVIEW

There is no budgetary impact to this program as revenues will equal expenditures. The revenues and expenditures reflect estimates based on prior year trends and known departmental operations. At fiscal year-end, actuals may differ substantially from original budgeted numbers as the quantity and size of engineering fees within the community in any given year is not known or determinable in advance. This budget reflects a reasonable estimate only.

∞ PARKS & PUBLIC WORKS DEPARTMENT ∞
Pass-Through Accounts

SUMMARY OF REVENUES AND EXPENDITURES

	2002/03	2003/04	2004/05	2005/06	2005/06	2006/07
	Actuals	Actuals	Actuals	Adopted	Estimated	Proposed
REVENUES						
<i>Miscellaneous Taxes</i>	-	-	-	-	-	-
<i>Licenses & Permits</i>	-	-	-	-	-	-
<i>Intergovernmental</i>	-	-	-	-	-	-
<i>Service Charges</i>	94,196	89,140	50,899	63,500	43,000	43,300
<i>Other Sources</i>	-	150	43,216	15,000	25,000	27,000
REVENUES	94,196	89,290	94,115	78,500	68,000	70,300
EXPENDITURES						
<i>Salaries and Benefits</i>	-	-	-	-	-	-
<i>Operating Expenditures</i>	97,548	89,795	91,936	78,500	68,000	70,300
<i>Fixed Assets</i>	-	-	-	-	-	-
<i>Internal Service Charges</i>	-	-	-	-	-	-
TOTAL EXPENDITURES	97,548	89,795	91,936	78,500	68,000	70,300

Parks & Public Works Department

EQUIPMENT REPLACEMENT FUND PROGRAM 6601

PROGRAM PURPOSE

The Equipment Replacement Fund Program provides funding for the replacement acquisition of Town vehicles, equipment, and information technology costing greater than \$5,000. Initially, Town vehicles and equipment are charged to the program budget requesting the asset. A normal life span is calculated and replacement costs are then charged back to the program having custody and use of the asset by means of internal service charges over the asset's life span. These internal service charges accumulate the funding needed to replace the vehicles and equipment at the end of its life span in order to assure funding is available when future replacement is needed. The result of this funding structure is a smoothing of operating expenses and a more accurate reflection of the actual cost of operations.

Town vehicles and equipment that are purchased and maintained by the Town's Vehicle Maintenance Program are considered for replacement based on the vehicle meeting predetermined age and/or mileage criteria as set forth in the Equipment Replacement Policy. Vehicle Maintenance personnel evaluate vehicles scheduled for replacement before a final determination is made.

BUDGET OVERVIEW

This program budget includes funding for replacement vehicle and equipment only; staff time is not appropriated in this program. Program expenditures increased for FY 2006/07 with the replacement of 12 vehicles that had been postponed, and an upgrade of one vehicle to accommodate current work needs.

A combination of deferring replacement, upgrading, replacing and accelerating replacement is proposed, based on factors which include the condition of the vehicle and cost effectiveness. Specifically, appropriations are budgeted in FY 2006/07 to replace five patrol cars, the Police Department's CNG Dodge Van, an upgrade of the Street Program's Ford F250 to a Ford F450 Pickup with small aerial bucket, two Park Program pickups with standard utility bodies, and three Building Inspector vehicles. A total of twelve vehicles are recommended for replacement. Total scheduled vehicle replacement cost is \$412,250.

Additionally, the Police Department's upgrade of radio/dispatch equipment to enhance communication, the replacement of the patrol car audio/visual cameras, the tree crew's aerial truck platform boom cables, and the Finance Department's form sealer are scheduled for replacement, with a total cost for scheduled equipment replacement of \$137,750. Total scheduled equipment replacement costs for FY 2006/07 is \$550,000.

∞ PARKS & PUBLIC WORKS DEPARTMENT ∞
Equipment Replacement Fund

STATEMENT OF SOURCE AND USE OF FUNDS

	2002/03 Actuals	2003/04 Actuals	2004/05 Actuals	2005/06 Adopted	2005/06 Estimated	2006/07 Proposed
SOURCE OF FUNDS						
Beginning Fund Balance						
Designated - Gas Tax Assets	330,000	330,000	330,000	330,000	330,000	330,000
Designated - Sewer Assets	294,679	328,479	362,279	396,078	396,078	-
Designated - Non-Point Assets	151,730	180,830	209,930	239,030	239,030	120,531
Designated - Genl Fund Assets	2,706,922	2,365,462	2,366,518	2,526,202	2,526,202	3,112,623
Total Beginning Fund Balance	3,483,330	3,204,771	3,268,727	3,491,310	3,491,310	3,563,154
Revenues						
Intergovernmental	16,500	-	-	-	-	-
Charges for Services	493,125	478,900	441,015	430,700	396,900	357,730
Other Sources	30,800	5,850	11,900	-	4,470	5,000
Total Revenues	540,425	484,750	452,915	430,700	401,370	362,730
TOTAL SOURCE OF FUNDS	\$4,023,755	\$3,689,521	\$3,721,642	\$3,922,010	\$3,892,680	\$3,925,884
USE OF FUNDS						
Expenditures						
Salaries and Benefits	-	-	-	-	-	-
Operating Expenditures	3,617	906	2,099	-	800	500
Fixed Assets	315,368	19,888	228,233	196,199	198,726	550,000
Internal Service Charges	-	-	-	-	-	-
Total Expenditures	318,985	20,794	230,332	196,199	199,526	550,500
Operating Transfers						
Transfer to General Fund	500,000	400,000	-	192,000	130,000	-
Total Operating Transfers	500,000	400,000	-	192,000	130,000	-
Ending Fund Balance						
Designated - Gas Tax Assets	330,000	330,000	330,000	330,000	330,000	330,000
Designated - Sewer Assets	328,479	362,279	396,078	429,878	-	-
Designated - Non-Point Assets	180,830	209,930	239,030	120,531	120,531	149,631
Designated - Future Replacemt	2,365,462	2,366,518	2,526,202	2,653,402	3,112,623	2,895,753
Total Ending Fund Balance	3,204,771	3,268,727	3,491,310	3,533,811	3,563,154	3,375,384
TOTAL USE OF FUNDS	\$4,023,755	\$3,689,521	\$3,721,642	\$3,922,010	\$3,892,680	\$3,925,884

KEY PROGRAM SERVICES

- Assessment of vehicles and equipment for proper replacement timing
- Cost effectiveness studies for asset cost and replacements
- Accumulate appropriate internal service charges for asset replacement funding

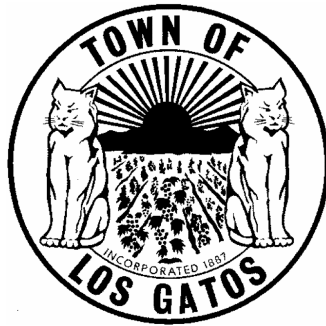
☞ PARKS & PUBLIC WORKS DEPARTMENT ☜
Equipment Replacement Fund

FY 2006/07 ASSET REPLACEMENT SCHEDULE

<u>Dept</u>	<u>Program</u>	<u>Asset #</u>	<u>Replacement Asset Description</u>	<u>2006/07 Scheduled Replacements</u>	<u>2006/07 Replacement Budget</u>	<u>Rescheduled for Future Replacement</u>
PD	Comms	4214/37	Communications System Upgrade	36,000	36,000	
PD	Patrol	5871	Crown Victoria	31,500	33,510	
PD	Patrol	5879	Patrol Vehicle - K-9 Unit	32,500		34,000
PD	Patrol	5890	Crown Victoria	32,500		34,000
PD	Patrol	5901	Crown Victoria	32,500		34,000
PD	Patrol	5912	Crown Victoria	32,500	33,010	
PD	Patrol	5913	Crown Victoria	32,500	33,010	
PD	Patrol	5914	Crown Victoria	32,500	33,010	
PD	Patrol	5915	Crown Victoria	32,500	33,010	
PD	Patrol	5910	Chevrolet Tahoe	40,000		40,000
PD	Patrol	5911	Chevrolet Tahoe	40,000		40,000
PD	Patrol	Multiple	14 In Car Audio/Video Cameras	78,670	78,670	
PD	Persnl/Comm	5854	Dodge Ram 2500 Wagon CNG	33,600	33,600	
PPW	Streets	4107	Hyster Forklift (76/77)	28,150		39,150
PPW	Streets	4108	I-R P16 Compressor (86/87)	15,400		15,400
PPW	Streets	5060/61	Ford F350 1 Ton w/Crane (87/88)	44,360		45,670
PPW	Streets	5083	Ford 450 Pickup w/Aerial Bucket	42,500	90,000	
PPW	Streets	5095	Trailer (86/87)	44,700		44,700
PPW	Streets	5103	Tymco Sweeper (92/93)	89,000		89,000
PPW	Parks	4106	Emulsion Sprayer (86/87)	12,500		12,500
PPW	Parks	4197	94 200 Gallon Towable Spray	13,330		13,330
PPW	Parks	5063	Hyster Forklift (87/88)	19,370		19,370
PPW	Parks	5102	Ford F250 3/4 Ton Pickup (92/93)	27,750	27,800	
PPW	Parks	5108	Ford F250 Pickup	25,000	27,800	
PPW	Parks	5828	Altec LB650 Aerial Unit (cable repl)	120,000	10,000	120,000
CDD	Inspection	5855	Bldg Inspector Vehicle	24,600	22,500	
CDD	Inspection	5856	Bldg Inspector Vehicle	24,600	22,500	
CDD	Inspection	5857	Bldg Inspector Vehicle	24,600	22,500	
MGR	Finance	4228	Speedisealer Pressure Sealer	13,075	13,080	
MGR	GTA	4239	Mail Processing Machine	12,810		
TOTAL TOWN REPLACEMENTS:				\$ 1,069,015	\$ 550,000	\$ 581,120

URBAN RUNOFF PROGRAM EQUIPMENT REPLACEMENTS

<u>Dept</u>	<u>Program</u>	<u>Asset #</u>	<u>Replacement Asset Description</u>	<u>2006/07 Scheduled Replacements</u>	<u>2006/07 Replacement Budget</u>	<u>Rescheduled for Future Replacement</u>
Urban Runoff Assets (Purchased by Program)						
Urban Runoff		4224	300 Gallon Sprayer	17,600		
TOTAL WEST VALLEY SANITATION REPLACEMENTS:				\$ 17,600	\$ -	\$ -
TOTAL SCHEDULED REPLACEMENTS:				\$ 1,086,615	\$ 550,000	\$ 581,120



Parks & Public Works Department

VEHICLE MAINTENANCE FUND PROGRAM 6690

PROGRAM PURPOSE

The Vehicle Maintenance Program maintains the Town's vehicles and equipment to ensure each piece is safe and well-functioning. Program staff provides preventive maintenance and repair for the Town's fleet of 88 vehicles and 61 pieces of light to heavy duty equipment, as well as for the fueling systems used by the vehicles and equipment. A combination of in-house personnel and outside contractors is used to provide assorted maintenance and repair services for the Town's vehicles and equipment.

BUDGET OVERVIEW

The FY 2006/07 budget reflects increases in staffing and operating expenditures. Additional oversight is incorporated into the budget this year for implementation of the work order system in the vehicle shop, including the fuel island system upgrade. Maintenance and repairs operations will also require additional assessments between internal and external diagnostic and repair facilities to determine the most cost-effective approach of services.

Budgeted operating expenditures reflect increases in the price of gasoline, oil and parts supply costs, and in salary and benefit costs. A continued focus to reduce overtime expense requires staff to prioritize activities which ensure maintenance of critical vehicles and equipment is not affected.

∞ PARKS & PUBLIC WORKS DEPARTMENT ∞
Vehicle Maintenance Program

STATEMENT OF SOURCE AND USE OF FUNDS

	2002/03	2003/04	2004/05	2005/06	2005/06	2006/07
	Actuals	Actuals	Actuals	Adopted	Estimated	Proposed
SOURCE OF FUNDS						
Beginning Fund Balance						
Designated	-	-	-	-	-	-
Undesignated	41,691	67,593	165,812	152,274	152,274	113,939
Total Beginning Fund Balance	41,691	67,593	165,812	152,274	152,274	113,939
Revenues						
Charges for Services	539,000	515,090	459,100	512,900	501,765	597,800
Other Sources	-	-	7,266	-	-	-
Total Revenues	539,000	515,090	466,366	512,900	501,765	597,800
TOTAL SOURCE OF FUNDS	\$ 580,691	\$ 582,683	\$ 632,178	\$ 665,174	\$ 654,039	\$ 711,739
USE OF FUNDS						
Expenditures						
Salaries and Benefits	259,966	210,816	225,533	240,000	257,400	276,500
Operating Expenditures	249,474	206,055	254,372	272,900	282,700	321,100
Fixed Assets	3,658	-	-	18,322	-	-
Total Expenditures	513,098	416,871	479,904	531,222	540,100	597,600
Operating Transfers						
Transfer to General Fund	-	-	-	-	-	-
Total Operating Transfers	-	-	-	-	-	-
Ending Fund Balance						
Designated	-	-	-	-	-	-
Undesignated	67,593	165,812	152,274	133,952	113,939	114,139
Total Ending Fund Balance	67,593	165,812	152,274	133,952	113,939	114,139
TOTAL USE OF FUNDS	\$ 580,691	\$ 582,683	\$ 632,178	\$ 665,174	\$ 654,039	\$ 711,739

∞ PARKS & PUBLIC WORKS DEPARTMENT ∞
Vehicle Maintenance Program

FY 2006/07 KEY PROJECTS

Repair Schedules – The Vehicle Maintenance Program continues a review of existing oil-change and maintenance repair schedules to determine if improvements will increase efficiency and/or customer service.

Fleet Management System – The Vehicle Maintenance program’s asset management information system implemented during the last quarter of FY 2005/06, will track a vehicle’s total repair, maintenance and fuel costs. This system will provide reliable and quantitative information for replacement decisions and operational efficiencies. Ongoing system training and full implementation will continue in FY 2006/07.

Energy-Efficient Vehicles - The program will continue to pursue energy-efficient vehicles as the replacement schedule and functionality requirements allow

Cross-training - Vehicle Maintenance Repair staff will continue to participate in the department’s cross-training program on an as-needed basis, which provides additional departmental flexibility for major projects as well as participation in storm-response activities as they can operate all heavy equipment and vehicles.

Analysis of Repair Operations – During FY 2006/07, a cost-benefit analysis concerning use of outside facilities for repair work will be conducted, including travel time, down-time and outside facility costs. External costs will be compared to the acquisition and staff use of additional diagnostic and repair equipment for the Town’s Vehicle Shop.

KEY PROGRAM SERVICES

- Provide preventative maintenance and repairs for all Town owned vehicles and equipment
- Maintain the Town’s fueling system infrastructure for CNG, gasoline, and diesel fuel

VEHICLE MAINTENANCE PROGRAM STAFFING

Full Time Equivalent (FTE)

	Authorized	2002/03	2003/04	2004/05	2005/06	2006/07
<i>Town Staff</i>	Positions	Funded	Funded	Funded	Funded	Funded
Superintendent	0.60	0.20	0.20	0.15	0.15	0.30
PPW Supervisor	0.07	-	-	0.07	0.07	0.07
Equipment Mechanic	2.00	2.00	2.00	2.00	2.00	2.00
Public Works Specialist	0.20	0.33	0.20	0.20	0.20	0.20
Total Vehicle Maint. FTEs	2.87	2.53	2.40	2.42	2.42	2.57

∞ PARKS & PUBLIC WORKS DEPARTMENT ∞
Vehicle Maintenance Program

Performance Objectives and Measures	2002/03 Actual	2003/04 Actual	2004/05 Actual	2005/06 Estimated	2006/07 Budget
1. <i>To provide safe and functional vehicles and equipment.</i>					
a. Percentage of fleet in compliance with maintenance schedule.*	<i>New Measure for 2006/07</i>	<i>New Measure for 2006/07</i>	<i>New Measure for 2006/07</i>	<i>New Measure for 2006/07</i>	<i>New Measure for 2006/07</i>
b. Cost per mile, by class of equipment (<i>Life cost/replacement cost=annual cost per mile</i>):*					
<i>Police:</i>	<i>New Measure for 2006/07</i>	<i>New Measure for 2006/07</i>	<i>New Measure for 2006/07</i>	<i>New Measure for 2006/07</i>	<i>New Measure for 2006/07</i>
<i>General Fleet - light:</i>	<i>New Measure for 2006/07</i>	<i>New Measure for 2006/07</i>	<i>New Measure for 2006/07</i>	<i>New Measure for 2006/07</i>	<i>New Measure for 2006/07</i>
<i>General Fleet - heavy:</i>	<i>New Measure for 2006/07</i>	<i>New Measure for 2006/07</i>	<i>New Measure for 2006/07</i>	<i>New Measure for 2006/07</i>	<i>New Measure for 2006/07</i>

Activity and Workload Highlights	2002/03 Actual	2003/04 Actual	2004/05 Actual	2005/06 Estimated	2006/07 Budget
1. Number of police vehicles maintained:	54	54	57	45	45
2. Number of heavy-duty vehicles maintained:	5	5	6	7	7
3. Number of light-duty vehicles maintained:	49	50	54	36	36
4. Pieces of equipment maintained (light and heavy duty):	42	42	42	61	61

* *Software System change will reflect comprehensive maintenance records and cost per mile data beginning in FY 2006/07*

Parks & Public Works Department

BUILDING MAINTENANCE PROGRAM PROGRAM 6695

PROGRAM PURPOSE

The Building Maintenance Program provides services to ensure Town facilities are safe and functional for public and employee use. Maintenance services include custodial services, elevator maintenance, telephone systems, heating and ventilation air systems, building improvements, facility security, and lighting systems. Building program staff also plan, schedule, and manage small and large building facility projects, such as American Disability Act (ADA) access related improvements; re-carpeting and work space reconfigurations; roof repairs; heating and air conditioning system improvements; elevator and electrical services, and all other aspects required to keep the Town's facilities well-functioning and safe. This program also provides property management oversight for Town owned rental properties.

BUDGET OVERVIEW

Revenues for this fund are obtained through assessment charge-backs to Town departments, based upon a percentage of square footage assigned to each department. The Building Maintenance Program pays for all operating expenses, including utilities, repairs and maintenance so the departments are in turn funding these facility expenses through these allocations. Revenues also include rent receipts from Town owned properties, including Neighborhood Center rentals and the house properties located next to the Town's Civic Center. Revenues will decrease next year with the conversion of one of the house rentals to office and meeting space. While the building conversion will be funded primarily with CDBG funding, Building Maintenance staff time will be required to oversee the work.

The program's budget reflects an overall net decrease with the completion of the Civic Center's HVAC system project during FY 2005/06. Salary and benefit costs increased in FY 2006/07 with the shift of 0.73 FTE from Parks in support of the growing responsibilities for oversight of capital facility and equipment projects, in addition to addressing the daily building facility related requests for repairs or services.

Building and Facility Maintenance projects planned for FY 2006/07 include improvements to the Police Communications office, the Civic Center Downstairs staff room and carpeting the upstairs area of the Parks and Public Works Administration building; the budget for these three projects totals \$10,000. The program's unspent appropriations contribute to fund balance in preparation for several large projects planned in future years.

∞ PARKS & PUBLIC WORKS DEPARTMENT ∞
Building Maintenance Program

STATEMENT OF SOURCE AND USE OF FUNDS

	2002/03	2003/04	2004/05	2005/06	2005/06	2006/07
	Actuals	Actuals	Actuals	Adopted	Estimated	Proposed
SOURCE OF FUNDS						
Beginning Fund Balance						
Designated	-	-	-	-	-	-
Undesignated	384,333	492,962	750,811	1,000,995	1,000,995	546,012
Total Beginning Fund Balance	384,333	492,962	750,811	1,000,995	1,000,995	546,012
Revenues						
Miscellaneous Other Taxes	42,698	61,886	53,442	50,000	35,000	45,000
Charges for Services	918,800	912,170	853,100	853,100	853,100	1,005,500
Other Sources	87,205	122,157	94,681	87,900	70,300	68,800
Total Revenues	1,048,703	1,096,212	1,001,223	991,000	958,400	1,119,300
Operating Transfers						
Transfers from General Fund	-	-	-	-	-	-
Total Operating Transfers	-	-	-	-	-	-
TOTAL SOURCE OF FUNDS	\$1,433,036	\$1,589,174	\$1,752,034	\$1,991,995	\$1,959,395	\$1,665,312
USE OF FUNDS						
Expenditures						
Salaries and Benefits	86,052	61,264	93,541	113,000	125,800	209,000
Operating Expenditures	748,354	706,891	638,718	826,950	782,333	849,900
Fixed Assets	-	-	-	-	-	-
Improvements and Upgrades	105,668	70,209	18,780	393,220	500,000	60,000
Total Expenditures	940,074	838,363	751,039	1,333,170	1,408,133	1,118,900
Operating Transfers						
Transfer to GFAR	-	-	-	-	5,250	110,000
Total Operating Transfers	-	-	-	-	5,250	110,000
Ending Fund Balance						
Designated	-	-	-	-	-	-
Undesignated	492,962	750,811	1,000,995	658,825	546,012	436,412
Total Ending Fund Balance	492,962	750,811	1,000,995	658,825	546,012	436,412
TOTAL USE OF FUNDS	\$1,433,036	\$1,589,174	\$1,752,034	\$1,991,995	\$1,959,395	\$1,665,312

∞ PARKS & PUBLIC WORKS DEPARTMENT ∞
Building Maintenance Program

FY 2006/07 KEY PROJECTS

Oversight of Capital Improvement Projects – Assist in the oversight of Building and Park Facility improvements planned during FY 2006/07, including the Town's telephone system upgrade, ADA improvements, and the Balzar Field Restroom Upgrade and Expansion.

Office Space Reconfigurations – Oversight of building space needs, in coordination with the Town Manager's Office.

KEY PROGRAM SERVICES

- Administer custodial, telephone, heating, ventilating, and air conditioning system maintenance agreements
- Manage preventative maintenance contracts for elevator, fire, and building alarms
- Administer facilities capital improvement contracts
- Administer repairs and improvements to the Town's two museum buildings
- Manage interdepartmental service requests
- Manage lighting and signage for public parking garages and public parking lots

BUILDING MAINTENANCE PROGRAM STAFFING

Full Time Equivalent (FTE)

	Authorized	2002/03	2003/04	2004/05	2005/06	2006/07
<i>Town Staff</i>	Positions	Funded	Funded	Funded	Funded	Funded
Superintendent	0.50	-	-	-	-	-
PPW Supervisor	0.93	-	-	0.63	0.63	0.93
Facilities Coordinator	-	1.00	0.50	-	-	-
Parks & Maint Worker	0.93	-	0.25	0.50	0.50	0.93
Total Building Maint. FTEs	2.36	1.00	0.75	1.13	1.13	1.86

	2002/03	2003/04	2004/05	2005/06	2006/07
<i>Temporary Staff</i>	Funded	Funded	Funded	Funded	Funded
Maintenance Assistant	1,456	-	-	-	-
Total Temporary Staff Annual Hours	1,456	-	-	-	-

∞ PARKS & PUBLIC WORKS DEPARTMENT ∞
Building Maintenance Program

Performance Objectives and Measures	2002/03 Actual	2003/04 Actual	2004/05 Actual	2005/06 Estimated	2006/07 Budget
1. <i>To ensure Town facilities are safe and functional for public and employee use.</i>					
a. Percentage of Facility Capital Improvement Program projects completed within assigned fiscal	<i>New Measure for 2005/06</i>	<i>New Measure for 2005/06</i>	<i>New Measure for 2005/06</i>	100%	100%
b. Percentage of Facility Capital Improvement Program projects completed within assigned	<i>New Measure for 2005/06</i>	<i>New Measure for 2005/06</i>	<i>New Measure for 2005/06</i>	100%	100%
c. Percent of repair-related requests fulfilled within 7 days	<i>New Measure for 2005/06</i>	<i>New Measure for 2005/06</i>	<i>New Measure for 2005/06</i>	98%	98%
d. Percent of service-related requests fulfilled within 7 days	<i>New Measure for 2005/06</i>	<i>New Measure for 2005/06</i>	<i>New Measure for 2005/06</i>	98.5%	98.5%

Activity and Workload Highlights	2002/03 Actual	2003/04 Actual	2004/05 Actual	2005/06 Estimated	2006/07 Budget
1. Total square footage of facilities maintained:	55,000	55,000	55,000	57,000	58,500
2. Total number of annual facility Capital Improvement Program projects:	<i>New Highlight for 2005/06</i>	<i>New Highlight for 2005/06</i>	<i>New Highlight for 2005/06</i>	5	5
3. Total number of facility service requests received and completed:	<i>New Highlight for 2005/06</i>	<i>New Highlight for 2005/06</i>	<i>New Highlight for 2005/06</i>	200	150
4. Total number of facility repairs requests received and completed:	<i>New Highlight for 2005/06</i>	<i>New Highlight for 2005/06</i>	<i>New Highlight for 2005/06</i>	126	100

Parks & Public Works Department

NON-POINT SOURCE PROGRAM PROGRAM 2225

PROGRAM PURPOSE

The principal objective of the Non-Point Source Program is to keep debris and hazardous waste from entering the Town's storm drain system which drains directly into the San Francisco Bay. This objective is accomplished by providing street sweeping services to all Town-owned public streets and parking lots on a rotating schedule, in adherence to the Town's National Pollution Discharge Elimination System (NPDES) Municipal Storm Water permit. To meet the new NPDES Permit requirements, Non-Point Source, Engineering, and Community Development staff will work in coordination. Additionally, the Non-Point Source program provides street sweeping service to the City of Monte Sereno on a cost recovery basis.

BUDGET OVERVIEW

West Valley Sanitation District receives funding from the County of Santa Clara for Non-Point Source functions, based on property tax receipts. These receipts are then distributed to support this function three ways: to the Town for operating expenses incurred through this program's activities; to the West Valley Clean Water Program for the Town's share of the program's operating expenses; and to West Valley Sanitation to reimburse the District for storm drain maintenance work requested by the Town.

The West Valley Clean Water Program was created in 1994 as a collaboration of the four West Valley communities: Campbell, Saratoga, Monte Sereno, and Los Gatos. Through this program, the four communities work together to control discharges of polluted stormwater into local creeks and the San Francisco Bay through education, recycling, and other activities. This program also represents the communities in the larger Santa Clara Valley Urban Runoff Pollution Prevention Program (SCVURPP), run by the Santa Clara Valley Water District. The SCVURP program was established in 1990, to be an association of 13 cities and towns in Santa Clara Valley that share a common permit to discharge storm water into the South San Francisco Bay. SCVURPP program payments are made through the West Valley Clean Water Program.

The West Valley Clean Water Program costs are rising in FY 2006/07 due to the Clean Water Program's increased staffing and inspection costs. This results in a \$6,300 decrease to the Town's program receipts for the Non-Point Source activities.

∞ PARKS & PUBLIC WORKS DEPARTMENT ∞
Non-Point Source Program

The Town's Non-Point Source Program budget will maintain the same service level in FY 2006/07. Street sweeping services expenditures have a slight decrease primarily due to a decrease in supplemental contract sweeper services. The program's new sweeper carries more debris and does not require as many dumps per day, and the old sweeper remains available to assist with after storm clean-up, therefore contracted sweeping services are not anticipated in FY 2006/07. This contract service reduction more than offsets increases in gasoline and water expenditures.

STATEMENT OF SOURCE AND USE OF FUNDS

	2002/03 Actuals	2003/04 Actuals	2004/05 Actuals	2005/06 Adopted	2005/06 Estimated	2006/07 Proposed
SOURCE OF FUNDS						
Beginning Fund Balance						
Designated	-	-	-	-	-	-
Undesignated	227,288	214,892	170,019	154,126	154,126	119,296
Total Beginning Fund Balance	227,288	214,892	170,019	154,126	154,126	119,296
Revenues						
Intergovernmental	2,663	2,663	2,663	2,660	2,660	2,660
Service Charges	-	13,232	-	-	-	-
Other Sources	150,660	154,060	155,907	173,670	173,670	171,400
Total Revenues	153,323	169,955	158,570	176,330	176,330	174,060
TOTAL SOURCE OF FUNDS	\$ 380,611	\$ 384,847	\$ 328,590	\$ 330,456	\$ 330,456	\$ 293,356
USE OF FUNDS						
Expenditures						
Salaries and Benefits	89,343	134,268	86,802	91,800	128,200	97,000
Operating Expenditures	9,486	4,952	23,411	19,620	17,050	15,350
Fixed Assets	-	-	-	-	-	-
Internal Service Charges	42,449	43,927	38,520	38,900	39,900	39,400
Total Expenditures	141,278	183,148	148,733	150,320	185,150	151,750
Operating Transfers						
Admin Service Fee Transfer	24,441	31,680	25,730	26,010	26,010	22,310
Total Operating Transfers	24,441	31,680	25,730	26,010	26,010	22,310
Ending Fund Balance						
Designated	-	-	-	-	-	-
Undesignated	214,892	170,019	154,126	154,126	119,296	119,296
Total Ending Fund Balance	214,892	170,019	154,126	154,126	119,296	119,296
TOTAL USE OF FUNDS	\$ 380,611	\$ 384,847	\$ 328,590	\$ 330,456	\$ 330,456	\$ 293,356

∞ PARKS & PUBLIC WORKS DEPARTMENT ∞
Non-Point Source Program

FY 2006/07 KEY PROJECTS

Expand Volunteers Adopting Trails – The program will continue ways to increase volunteerism to reduce debris from entering the waterways alongside trails and walkways in Town.

KEY PROGRAM SERVICES

- Sweep Town streets and parking lots, and steam-clean business area sidewalks
- Provide street sweeping service to the City of Monte Sereno on a full cost recovery basis
- Coordinate Consolidated Pest Management with Parks Program, to reduce pesticides from entering waterways.

NON-POINT SOURCE FUND STAFFING

Full Time Equivalent (FTE)

<i>Town Staff</i>	Authorized Positions	2002/03 Funded	2003/04 Funded	2004/05 Funded	2005/06 Funded	2006/07 Funded
Sweeper Operator	1.00	1.00	1.00	1.00	1.00	1.00
Associate Civil Engineer	0.20	-	0.20	-	-	-
PPW Specialist	-	-	0.10	-	-	-
Superintendent	-	-	0.10	-	-	-
Parks & Maintenance Worker	0.50	-	0.50	-	-	-
Total Non-Point Source FTEs	1.70	1.00	1.90	1.00	1.00	1.00

∞ PARKS & PUBLIC WORKS DEPARTMENT ∞
Non-Point Source Program

Performance Objectives and Measures	2002/03 Actual	2003/04 Actual	2004/05 Actual	2005/06 Estimated	2006/07 Budget
1. <i>Prevent street debris from entering the storm drain system.</i>					
a. Percentage of residents satisfied with the Town's efforts to provide street sweeping services:*	<i>New Measure for 2003/04</i>	80%	80%	80%	80%
b. Number of NPDES fines the Town has received from the state regulatory agency:	<i>New Measure for 2005/06</i>	<i>New Measure for 2005/06</i>	<i>New Measure for 2005/06</i>	0%	0%

Activity and Workload Highlights	2002/03 Actual	2003/04 Actual	2004/05 Actual	2005/06 Estimated	2006/07 Budget
1. Number of Los Gatos curb and parking lot miles swept annually:	<i>New Highlight for 2005/06</i>	<i>New Highlight for 2005/06</i>	10,800	12,000	13,200
3. Number of cubic yards of debris removed annually:	<i>New Highlight for 2005/06</i>	<i>New Highlight for 2005/06</i>	<i>New Highlight for 2005/06</i>	3,300	4,000
4. Number of volunteers participating in clean-up activities to remove debris from entering creeks:	<i>New Highlight for 2003/04</i>	20	25	450	110

**Customer satisfaction Performance Measures are based on the Town's 2003 survey results.*

Parks & Public Works Department

ASSESSMENT DISTRICTS FUNDS 250 - 256

ASSESSMENT DISTRICT PURPOSE

The Town formed six Landscape and Lighting District Funds with the written consent of all property owners within the boundaries of the districts. A seventh district was established in FY 2003/04 to track Town provided sanitary sewer maintenance expenses of the Arroyo Del Rancho development as defined under the terms for the subdivision's approval. The six Landscape and Lighting Districts are funded through tax assessments to reimburse the Town for the payment of water and electricity, district improvements and upgrades, and the regular maintenance of trees, landscaping, trails, irrigation systems, and lighting. The seventh district was transferred to West Valley Sanitation with the sale of the Sewer System in November 2005.

The Landscape and Lighting Districts are exempt from Proposition 218 requirements requiring a 2/3 majority approval, unless the assessments are increased. Section 5 of Proposition 218 provides that the measure does not apply to assessments existing on November 1996 if the assessments were "imposed pursuant to a petition signed by the persons owning all of the parcels subject to the assessment at the time the assessment was initially imposed." As long as the assessments were imposed by request or with the consent of all the property owners, the Town Attorney is of the opinion that this provision has been met, even without a formal petition. Consequently, the Town is not required to conduct an election of the property owners unless the assessment is increased. For FY 2006/07, the Santa Rosa Assessment District parcel assessment was lowered as it was determined the fund balance was larger than necessary. The following table provides an overview of the annual assessments:

Fiscal Year 2006/07 Annual Special District Assessments

Fund #	Assessment Districts	Number of Parcels	Parcel Assessment	Total Assessment	Rate in effect prior to Prop 218
250	Blackwell Drive	5	\$ 632	\$ 3,160	Yes
251	Kennedy Meadows	15	685	10,275	Yes
252	Gemini Court	18	230	4,140	Yes
253	Santa Rosa	15	300	4,500	Yes
254	Vasona Heights	33	295	9,735	Yes
255	Hillbrook	34	50	1,700	Yes
Total Landscape & Lighting Assessment:				\$ 33,510	

∞ PARKS & PUBLIC WORKS DEPARTMENT ∞
Landscape & Lighting Districts

COMBINED SPECIAL ASSESSMENT DISTRICTS
STATEMENT OF SOURCE AND USE OF FUNDS

	2002/03	2003/04	2004/05	2005/06	2005/06	2006/07
	Actuals	Actuals	Actuals	Adopted	Estimated	Proposed
SOURCE OF FUNDS						
Beginning Fund Balance						
Designated	10,370	15,000	15,000	15,000	15,000	5,000
Undesignated	112,246	77,265	66,725	94,988	91,664	99,564
Total Beginning Fund Balance	122,616	92,265	81,725	109,988	106,664	104,564
Revenues						
Property Tax Assessments	37,046	37,201	75,879	37,110	37,110	33,510
Interest	3,002	2,180	2,320	1,910	2,440	2,440
Other Sources	-	-	-	-	-	-
Total Revenues	\$ 40,048	\$ 39,381	\$ 78,199	\$ 39,020	\$ 39,550	\$ 35,950
TOTAL SOURCE OF FUNDS	\$ 162,664	\$ 131,646	\$ 159,925	\$ 149,008	\$ 146,214	\$ 140,514
TOTAL USE OF FUNDS						
Expenditures						
Salaries & Benefits	-	-	-	-	-	-
Operating Supplies	63,999	43,503	46,840	34,280	35,230	51,310
Total Expenditures	63,999	43,503	46,840	34,280	35,230	51,310
Operating Transfers						
Business Service Transfer	6,400	6,418	6,420	6,420	6,420	4,920
Total Operating Transfers	6,400	6,418	6,420	6,420	6,420	4,920
Ending Fund Balance						
Designated	15,000	15,000	15,000	15,000	5,000	5,000
Undesignated	59,050	40,048	94,988	89,984	99,564	79,284
Total Ending Fund Balance	74,050	55,048	109,988	104,984	104,564	84,284
TOTAL USE OF FUNDS	\$ 144,449	\$ 104,969	\$ 163,249	\$ 145,684	\$ 146,214	\$ 140,514

Parks & Public Works Department

BLACKWELL DRIVE ASSESSMENT DISTRICT FUND 250

FUND PURPOSE

The assessment district incorporates five homes and a median island along Blackwell Drive at National Avenue constructed as part of Tract 8306, Blackwell Development. Assessments to maintain the landscaping and irrigation in the median island and for street light maintenance on National Avenue remain constant for the five parcels at \$632 annually.

The median island landscaping and irrigation are maintained by contract. The street trees and lighting are also part of the district. The contractor clears trash and weeds the median island biweekly. Landscaping plants and irrigation are replaced and repaired as necessary.

BUDGET OVERVIEW

During FY 2006/07, maintenance expenditures are anticipated to increase slightly, with the net program expense covered by existing fund balance. The fund balance surplus is held for use of current or future repair costs to the median island's irrigation system when the irrigation controller and related parts need replacement or repairs, and for the streetlight when it needs replacement and/or repairs.

∞ PARKS & PUBLIC WORKS DEPARTMENT ∞
Landscape & Lighting Districts

BLACKWELL DRIVE
STATEMENT OF SOURCE AND USE OF FUNDS

	2002/03	2003/04	2004/05	2005/06	2005/06	2006/07
	Actuals	Actuals	Actuals	Adopted	Estimated	Proposed
SOURCE OF FUNDS						
Beginning Fund Balance						
Designated	-	-	-	-	-	-
Undesignated	4,851	5,074	4,709	3,052	3,052	2,382
Total Beginning Fund Balance	4,851	5,074	4,709	3,052	3,052	2,382
Revenues						
Property Tax Assessments	3,160	3,192	3,192	3,160	3,160	3,160
Interest	130	100	60	40	40	40
Other Sources	-	-	-	-	-	-
Total Revenues	3,290	3,292	3,252	3,200	3,200	3,200
TOTAL SOURCE OF FUNDS	\$ 8,141	\$ 8,366	\$ 7,961	\$ 6,252	\$ 6,252	\$ 5,582
USE OF FUNDS						
Expenditures						
Salaries and Benefits	-	-	-	-	-	-
Operating Expenditures	2,517	3,107	4,359	3,120	3,320	3,330
Total Expenditures	2,517	3,107	4,359	3,120	3,320	3,330
Operating Transfers						
Business Service Transfer	550	550	550	550	550	460
Total Operating Transfers	550	550	550	550	550	460
Ending Fund Balance						
Designated	-	-	-	-	-	-
Undesignated	5,074	4,709	3,052	2,582	2,382	1,792
Total Ending Fund Balance	5,074	4,709	3,052	2,582	2,382	1,792
TOTAL USE OF FUNDS	\$ 8,141	\$ 8,366	\$ 7,961	\$ 6,252	\$ 6,252	\$ 5,582

Parks & Public Works Department

KENNEDY MEADOWS ASSESSMENT DISTRICT FUND 251

FUND PURPOSE

The Kennedy Meadows assessment district consists of eight acres of open space area with a paved trail surrounding 15 homes. The Open Space area contains a paved trail, wetlands area, and a portion of Ross Creek. Streetlights on Forrester Court and Kennedy Court are also maintained by the district. Annual assessments for district upkeep remain constant at \$685 per parcel.

As part of the development of the subdivision, this district was required by the Army Corp of Engineer's to reinstate the open space riparian and wetlands area back into its natural habitat under a ten-year plan, which ended June 30, 2005. The trees, landscaping, irrigation system, trail, and streetlights within the open space area are maintained by contract. The district, including the paved trail, is cleaned and cleared of trash biweekly. Irrigation repair and tree replacement is completed as necessary.

BUDGET OVERVIEW

The FY 2006/07 operating expenses reflect a large increase with a \$15,000 budgeted expenditure for a pathway slurry. The remaining revenue and expenditure activity is expected to remain consistent with prior years, since the completion of the ten-year mitigation plan of the Army Corp of Engineer's during FY 2004/05. While the Fund Balance reserves will remain positive for several years, further review is needed in the next year to determine whether parcel assessments are sufficient for forthcoming maintenance needs.

∞ PARKS & PUBLIC WORKS DEPARTMENT ∞
Landscape & Lighting Districts

KENNEDY MEADOWS
STATEMENT OF SOURCE AND USE OF FUNDS

	2002/03	2003/04	2004/05	2005/06	2005/06	2006/07
	Actuals	Actuals	Actuals	Adopted	Estimated	Proposed
SOURCE OF FUNDS						
Beginning Fund Balance						
Designated	-	-	-	-	-	-
Undesignated	5,415	3,174	7,169	10,671	10,671	13,846
Total Beginning Fund Balance	5,415	3,174	7,169	10,671	10,671	13,846
Revenues						
Property Tax Assessments	10,275	10,275	10,309	10,275	10,275	10,275
Interest	50	50	170	80	200	200
Other Sources	-	-	-	-	-	-
Total Revenues	10,325	10,325	10,479	10,355	10,475	10,475
TOTAL SOURCE OF FUNDS	15,740	13,499	17,648	21,026	21,146	24,321
USE OF FUNDS						
Expenditures						
Salaries and Benefits	-	-	-	-	-	-
Operating Expenditures	10,786	4,550	5,197	5,320	5,520	20,520
Total Expenditures	10,786	4,550	5,197	5,320	5,520	20,520
Operating Transfers						
Business Service Transfer	1,780	1,780	1,780	1,780	1,780	1,510
Total Operating Transfers	1,780	1,780	1,780	1,780	1,780	1,510
Ending Fund Balance						
Designated	-	-	-	-	-	-
Undesignated	3,174	7,169	10,671	13,926	13,846	2,291
Total Ending Fund Balance	3,174	7,169	10,671	13,926	13,846	2,291
TOTAL USE OF FUNDS	15,740	13,499	17,648	21,026	21,146	24,321

Parks & Public Works Department

GEMINI COURT ASSESSMENT DISTRICT FUND 252

FUND PURPOSE

This assessment district, located on Blossom Hill Road and Gemini Court, is made up of 18 residences with a public right-of-way within the boundaries of the Gemini subdivision, Tract No. 8439. The assessment district provides for the maintenance of trees, landscaping, irrigations systems, lighting, sound wall, and fences along this walkway.

Landscaping and irrigation are maintained by contract. The contractor clears trash and weeds the median island bi-weekly. Landscaping plants and irrigation are replaced and repaired as necessary. Annual assessments remain constant for the 18 parcels at \$230 each.

BUDGET OVERVIEW

During FY 2006/07, maintenance expenditures will remain consistent with the exception of a small increase in public notification expense to better reflect actual costs. The fund balance is budgeted to remain positive with an estimated ending balance of \$3,198 at FY 2006/07 year end. A surplus is maintained in preparation of future repair costs to the walkway's lighting system and landscaping, and for replacement of electrical or irrigation related parts.

∞ PARKS & PUBLIC WORKS DEPARTMENT ∞
Landscape & Lighting Districts

GEMINI COURT
STATEMENT OF SOURCE AND USE OF FUNDS

	2002/03	2003/04	2004/05	2005/06	2005/06	2006/07
	Actuals	Actuals	Actuals	Adopted	Estimated	Proposed
SOURCE OF FUNDS						
Beginning Fund Balance						
Designated	-	-	-	-	-	-
Undesignated	5,361	5,600	5,208	4,748	4,748	3,928
Total Beginning Fund Balance	5,361	5,600	5,208	4,748	4,748	3,928
Revenues						
Property Tax Assessments	4,140	4,152	4,140	4,140	4,140	4,140
Interest	132	100	100	80	100	100
Other Sources	-	-	-	-	-	-
Total Revenues	4,272	4,252	4,240	4,220	4,240	4,240
TOTAL SOURCE OF FUNDS	9,633	9,852	9,448	8,968	8,988	8,168
USE OF FUNDS						
Expenditures						
Salaries and Benefits	-	-	-	-	-	-
Operating Expenditures	3,313	3,924	3,979	4,140	4,340	4,360
Total Expenditures	3,313	3,924	3,979	4,140	4,340	4,360
Operating Transfers						
Business Service Fee Transfer	720	720	720	720	720	610
Total Operating Transfers	720	720	720	720	720	610
Ending Fund Balance						
Designated	-	-	-	-	-	-
Undesignated	5,600	5,208	4,748	4,108	3,928	3,198
Total Ending Fund Balance	5,600	5,208	4,748	4,108	3,928	3,198
TOTAL USE OF FUNDS	9,633	9,852	9,448	8,968	8,988	8,168

Parks & Public Works Department

SANTA ROSA HEIGHTS ASSESSMENT DISTRICT FUND 253

FUND PURPOSE

This assessment district provides maintenance and upkeep within designated Open Space areas A, B, C, and D of Tract No. 8400, Santa Rosa Heights Subdivision. There are 15 residences in this district. The open space area to be maintained by the Town lies north of Shannon Road up to the ridgeline of Blossom Hill Road, adjacent to the subdivision. This area includes a pedestrian/equestrian trail through the subdivision from Shannon Road to Bel Gatos Park, street trees, and lighting. The trail is pruned, sprayed, and cleared of trash biweekly by contract. Annual assessments for the fifteen parcels were decreased from \$540 each, to \$300 each, effective with FY 2006/07.

BUDGET OVERVIEW

During FY 2006/07, maintenance expenditures are anticipated to remain constant. The estimated revenues will again exceed operating expenditures, increasing the fund balance to \$63,308. According to the Engineer's Report, fund surplus is being accumulated for the future replacement or repair of the existing retaining wall, drainage system and open space signs, however fund balance contains more funding than needed, and therefore recommends a reduction in the parcel assessment.

∞ PARKS & PUBLIC WORKS DEPARTMENT ∞
Landscape & Lighting Districts

SANTA ROSA HEIGHTS
STATEMENT OF SOURCE AND USE OF FUNDS

	2002/03	2003/04	2004/05	2005/06	2005/06	2006/07
	Actuals	Actuals	Actuals	Adopted	Estimated	Proposed
SOURCE OF FUNDS						
Beginning Fund Balance						
Designated	-	-	-	-	-	-
Undesignated	49,485	52,890	55,645	58,248	58,248	60,678
Total Beginning Fund Balance	49,485	52,890	55,645	58,248	58,248	60,678
Revenues						
Property Tax Assessments	8,100	8,127	8,256	8,100	8,100	4,500
Interest	1,400	1,150	1,330	1,100	1,500	1,500
Other Sources	-	-	-	-	-	-
Total Revenues	9,500	9,277	9,586	9,200	9,600	6,000
TOTAL SOURCE OF FUNDS	58,985	62,167	65,231	67,448	67,848	66,678
USE OF FUNDS						
Expenditures						
Salaries and Benefits	-	-	-	-	-	-
Operating Expenditures	4,695	5,122	5,583	5,820	5,770	5,780
Total Expenditures	4,695	5,122	5,583	5,820	5,770	5,780
Operating Transfers						
Business Service Transfer	1,400	1,400	1,400	1,400	1,400	660
Total Operating Transfers	1,400	1,400	1,400	1,400	1,400	660
Ending Fund Balance						
Designated	-	-	-	-	-	-
Undesignated	52,890	55,645	58,248	60,228	60,678	60,238
Total Ending Fund Balance	52,890	55,645	58,248	60,228	60,678	60,238
TOTAL USE OF FUNDS	58,985	62,167	65,231	67,448	67,848	66,678

Parks & Public Works Department

VASONA HEIGHTS ASSESSMENT DISTRICT FUND 254

FUND PURPOSE

This assessment district is adjacent to Blossom Hill and Roberts Road, with open space running between the subdivision and the Los Gatos Creek Trail. The District was created to provide maintenance and upkeep within the designated open space areas A, B, and C of Tract No. 8280, of the Vasona Heights Subdivision. All 32 assessments are assessed an annual charge of \$295 per parcel, continuing the decrease in original property assessments as agreed to by the property owners and the Town Council in FY 2001/02.

The district upkeep includes, trees, landscaping, irrigation systems, trail, emergency access, and a retaining wall along Blossom Hill Road. The open space areas are maintained by contract, with cleanup, trash control, irrigation maintenance, and landscape maintenance completed biweekly.

BUDGET OVERVIEW

The FY 2006/07 budget reflects an increase in maintenance expenditures due to a scheduled pathway light repair project. No other increases are anticipated during FY 2006/07. Estimated expenditures are expected to exceed revenues, leaving a decreasing fund balance of \$5,343.

∞ PARKS & PUBLIC WORKS DEPARTMENT ∞
Landscape & Lighting Districts

VASONA HEIGHTS

STATEMENT OF SOURCE AND USE OF FUNDS

	2002/03	2003/04	2004/05	2005/06	2005/06	2006/07
	Actuals	Actuals	Actuals	Adopted	Estimated	Proposed
SOURCE OF FUNDS						
Beginning Fund Balance						
Designated	-	-	-	-	-	-
Undesignated	32,134	20,701	16,967	10,623	10,623	8,358
Total Beginning Fund Balance	32,134	20,701	16,967	10,623	10,623	8,358
Revenues						
Property Taxes	9,603	9,750	9,794	9,735	9,735	9,735
Interest	590	340	260	250	200	200
Other Sources	-	-	-	-	-	-
Total Revenues	10,193	10,090	10,054	9,985	9,935	9,935
TOTAL SOURCE OF FUNDS	42,327	30,791	27,021	20,608	20,558	18,293
USE OF FUNDS						
Expenditures						
Salaries and Benefits	-	-	-	-	-	-
Operating Expenditures	19,966	12,146	14,718	10,320	10,520	11,520
Total Expenditures	19,966	12,146	14,718	10,320	10,520	11,520
Operating Transfers						
Business Service Fee Transfer	1,660	1,678	1,680	1,680	1,680	1,430
Total Operating Transfers	1,660	1,678	1,680	1,680	1,680	1,430
Ending Fund Balance						
Designated	-	-	-	-	-	-
Undesignated	20,701	16,967	10,623	8,608	8,358	5,343
Total Ending Fund Balance	20,701	16,967	10,623	8,608	8,358	5,343
TOTAL USE OF FUNDS	42,327	30,791	27,021	20,608	20,558	18,293

Parks & Public Works Department

HILLBROOK DRIVE ASSESSMENT DISTRICT FUND 255

FUND PURPOSE

This assessment district, encompassing the designated open space area within Tract No. 3026 at the corner of Blossom Hill Road and Hillbrook Drive, provides maintenance services for the trees, landscaping, irrigation system and hardscape for the improved area in parcel #523-11-28 of the Hillbrook Benefit Zone. Annual assessments remain constant for the 34 parcels at \$50 each.

The district is comprised of 34 residences and a small park of approximately .26 acres. The landscape contract for this assessment district includes maintenance of the lawn, trees, shrubs, and irrigation system. This park is cleared of trash, mowed, and cleaned weekly.

BUDGET OVERVIEW

The FY 2006/07 operating budget remains fairly consistent with prior year revenues and expenditures. Estimated expenditures continue to exceed assessment revenues, with an expected fund balance decrease to \$8,098 at the fiscal year-end. While the fund balance is expected to remain positive for a couple of years, further review is needed in the next year to determine whether parcel assessments are sufficient for forthcoming maintenance needs.

∞ PARKS & PUBLIC WORKS DEPARTMENT ∞
Landscape & Lighting Districts

HILLBROOK DRIVE
STATEMENT OF SOURCE AND USE OF FUNDS

	2002/03	2003/04	2004/05	2005/06	2005/06	2006/07
	Actuals	Actuals	Actuals	Adopted	Estimated	Proposed
SOURCE OF FUNDS						
Beginning Fund Balance						
Designated	10,370	15,000	15,000	15,000	15,000	5,000
Undesignated	15,000	8,041	3,704	998	998	7,048
Total Beginning Fund Balance	25,370	23,041	18,704	15,998	15,998	12,048
Revenues						
Property Taxes	1,768	1,705	1,708	1,700	1,700	1,700
Interest	700	440	400	360	400	400
Other Sources	-	-	-	-	-	-
Total Revenues	2,468	2,145	2,108	2,060	2,100	2,100
TOTAL SOURCE OF FUNDS	27,838	25,186	20,812	18,058	18,098	14,148
USE OF FUNDS						
Expenditures						
Salaries and Benefits	-	-	-	-	-	-
Operating Expenditures	4,507	6,192	4,524	5,560	5,760	5,800
Total Expenditures	4,507	6,192	4,524	5,560	5,760	5,800
Operating Transfers						
Business Service Fee Transfer	290	290	290	290	290	250
Total Operating Transfers	290	290	290	290	290	250
Ending Fund Balance						
Designated	15,000	15,000	15,000	15,000	5,000	5,000
Undesignated	8,041	3,704	998	(2,792)	7,048	3,098
Total Ending Fund Balance	23,041	18,704	15,998	12,208	12,048	8,098
TOTAL USE OF FUNDS	27,838	25,186	20,812	18,058	18,098	14,148

Parks & Public Works Department

ARROYO DEL RANCHO DISTRICT FUND 256

FUND PURPOSE

This district was established in FY 2003/04 to facilitate tracking of Town provided sanitary sewer pump maintenance and replacement expenses for the Arroyo Del Rancho development as defined under the terms for the subdivision's 1990 approval.

The original agreement recorded by Santa Clara County in 1991 required the four property owners to share equally in the costs of the private sanitary sewage pump system, with the Town billing the owners of record an annual assessment of \$1,150 beginning at the time a sewer connection permit is issued for any one of the four lots. Although the first sewer connection occurred in 1996, an administrative process had not been established to initiate the annual billings. Consequently, the owners were not billed pursuant to the agreement. This administrative error came to staff's attention in FY 2003/04, and costs were researched and tracked to resolve the situation. The property owners were billed for partial reimbursement in May, 2005.

This district was maintained under the agreement with the West Valley Sanitation District's sanitary sewer maintenance contract. Discussions for the District to take over the maintenance activities from the Town were finalized in October, 2005 with transfer of this system as part of the Town's sanitary sewer system effective as of November 1, 2005.

BUDGET OVERVIEW

This program was eliminated with the November, 2005 sale of the sewer system. No further financial activities are planned.

∞ PARKS & PUBLIC WORKS DEPARTMENT ∞
Landscape & Lighting Districts

ARROYO DEL RANCHO
STATEMENT OF SOURCE AND USE OF FUNDS

	2002/03	2003/04	2004/05	2005/06	2005/06	2006/07
	Actuals	Actuals	Actuals	Adopted	Estimated	Proposed
SOURCE OF FUNDS						
Beginning Fund Balance						
Designated	-	-	-	-	-	-
Undesignated	-	(18,215)	(26,677)	3,323	3,323	-
Total Beginning Fund Balance	-	(18,215)	(26,677)	3,323	3,323	-
Revenues						
Charge for Services	-	-	38,480	-	-	-
Interest	-	-	-	-	-	-
Other Sources	-	-	-	-	-	-
Total Revenues	-	-	38,480	-	-	-
TOTAL SOURCE OF FUNDS	-	(18,215)	11,803	3,323	3,323	-
USE OF FUNDS						
Expenditures						
Salaries and Benefits	-	-	-	-	-	-
Operating Expenditures	18,215	8,462	8,480	-	3,323	-
Total Expenditures	18,215	8,462	8,480	-	3,323	-
Operating Transfers						
Business Fee Transfer	-	-	-	-	-	-
Total Operating Transfers	-	-	-	-	-	-
Ending Fund Balance						
Designated	-	-	-	-	-	-
Undesignated	(18,215)	(26,677)	3,323	3,323	-	-
Total Ending Fund Balance	(18,215)	(26,677)	3,323	3,323	-	-
TOTAL USE OF FUNDS	-	(18,215)	11,803	3,323	3,323	-

Parks & Public Works Department

OPERATING GRANT FUND FUND 270

FUND PURPOSE

This fund accounts for revenues and expenses attributed to grants for operating budget projects that fall outside of the Capital Improvement Grant Projects which have a value of \$25,000 or more with a minimum useful life of 5 years at a fixed location.

Grant revenues and expenditures are structured to net out to zero. If overages or non-reimbursable expenses occur for grant activities, the additional charges are absorbed within the department's operating budget. Some grants require that a portion of the grant expenses be funded by the recipient agency, which is reflected either as funding transferred into the grant project, or grant project expenditures reallocated to the appropriate Town program budget.

BUDGET OVERVIEW

The TFCA Bicycle Incentive Grant was finalized in FY 2005/06. Currently, no grants are planned for FY 2006/07; however the Parks and Public Works Department will continue to pursue available grants that will benefit the community.

∞ PARKS & PUBLIC WORKS DEPARTMENT ∞
Operating Grants

STATEMENT OF SOURCE AND USE OF FUNDS

	2002/03	2003/04	2004/05	2005/06	2005/06	2006/07
	Actuals	Actuals	Actuals	Adopted	Estimated	Proposed
SOURCE OF FUNDS						
Revenues						
Intergovernmental	-	25,510	-	12,000	9,100	-
Total Revenues	-	25,510	-	12,000	9,100	-
TOTAL SOURCE OF FUNDS	\$ -	\$ 25,510	\$ -	\$ 12,000	\$ 9,100	\$ -
USE OF FUNDS						
Expenditures						
Salaries and Benefits	198	2,730	-	-	-	-
Operating Expenditures	31,055	(8,738)	-	12,000	9,100	-
Fixed Assets	-	-	-	-	-	-
Internal Service Charges	11	254	-	-	-	-
Total Expenditures	31,264	(5,754)	-	12,000	9,100	-
TOTAL USE OF FUNDS	\$ 31,264	\$ (5,754)	\$ -	\$ 12,000	\$ 9,100	\$ -